



Santa Barbara County Education Office

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Comprehensive School Safety Plan (CSSP) Template Instructional Guide

The following document is an instructional guide for developing your Comprehensive School Safety Plan. It is to be used alongside [THIS](#) corresponding template and [THIS](#) checklist created by the Santa Barbara County Education Office. [THIS](#) CSSP Compliance Tool from the California Department of Education and other resources found at www.sbceo.org/schoolsafety may also be helpful while developing your CSSP.

The overall sections provided are **required by law**. You will note that a number of sections also include various **recommended information** as you work through the template and guide.

Cover Page

Fill in the provided, **yellow highlighted** fields. Remove the highlights from the information once completed.

Comprehensive School Safety Plan Roster

Provide the necessary information for your roster by filling in the **yellow highlighted** fields and adding signatures. Remove the highlights from the information once completed.

Table of Contents

Provide the corresponding page numbers next to the sections in the Table of Contents following the completion of your plan.

A. Assessment of Current Status of School Crime at the School and School-Related Functions

CSSP shall include an assessment of the current status of school crime at the school and the school-related functions. This may be accomplished by reviewing one or more of the following types of information:

- Office referrals
- Attendance rates/School Attendance Review Board (SARB)
- Suspension/expulsion data
- California Healthy Kids Survey (CHKS)
- School Plan for Student Achievement (SPSA)
- Local law enforcement juvenile crime data

- Property damage data

Describe the data reviewed and key analysis points, and table of findings. Document how this information was shared with your School Site Council /safety planning committee and the date it was shared.

B. Child Abuse Reporting

Use this section to outline your policies and procedures, including board policy and administrative regulation, for reporting cases of suspected child abuse or neglect.

The Santa Barbara County [Social Services Mandated Reporters forms](#) have been provided and linked on the template for inclusion in your plan and for your reference.

IMPORTANT NOTE: With the passage of [AB 1432](#) in September 2014, all school districts, county offices of education, and charter schools are required to:

1. Annually train using the [online training module](#) provided by the State Department of Social Services, or other training, employees and persons working on their behalf who are mandated reporters, as defined in [Penal Code 11165.7](#), on the mandated reporting requirements.
2. Develop a process for all persons required to receive training under the bill to provide proof of completing this training within the first 6 weeks of each school year or within 6 weeks of that person's employment.

In addition to the procedures your school uses for reporting cases of suspected child abuse or neglect, the training method and process used to assure compliance with [AB 1432](#) should also be outlined in this section.

C. Disaster Procedures, Routine and Emergency Plans, and Crisis Response

Insert your disaster preparedness plan and emergency procedures in this section.

NOTE: Parts of this section may not be for public viewing as they may contain sensitive safety information.

Include:

- Board Policy and Administrative Regulation
- Emergency procedures for the following types of events, using the principles outlined in the Standardized Emergency Management

System (SEMS), National Incident Management System (NIMS), and the Incident Command System (ICS).

✓ Earthquake

✓ Fire

It is recommended to also include emergency procedures for the following types of events, also using the principles outline in the SEMS, NIMS, and ICS.

✓ Bomb threat

✓ Bioterrorism/hazardous materials

✓ Flood

✓ Power failure/blackout

✓ Intruders/solicitors

✓ Weapons/assault/hostage

✓ Explosion

✓ Gas/fumes

- Procedures to allow the use of school facilities for mass care and welfare shelters during disasters or other emergencies
- Details of the Standard Response Protocol (SRP)
- Incident Command Systems (ICS) assignments
- Evacuations procedures
- Parent reunification procedures
- Crisis communication plans/procedures

Special consideration must be made for emergency preparedness for students with special needs.

The plan should be consistent with the guidelines established in California's [Standardized Emergency Management System](#) (SEMS) and should integrate the procedures of the [National Incident Management System](#) (NIMS).

The plan should confirm that all employees of the Superintendent are Disaster Service Workers, as defined by the [California Emergencies Services Act](#), and are subject to such disaster service activities as may be rightfully assigned to them and that all employees will be required to subscribe to the oath or affirmation required by the Act. The plan should provide for appropriate training of employees.

Recommended: Include procedures for responding to the release of pesticides or other toxic substances from properties within one-quarter mile of a school

Examples have been included in the template. (Be sure to remove the “example header” before publishing your CSSP.)

D. Suspension/Expulsion Policies & Procedure

Insert your Board Policy, Administrative Regulations, and procedures related to suspensions and expulsions.

E. Procedures for Notifying Teachers of Dangerous Students

Insert your Board Policy, Administrative Regulations, and procedures and sample notification used for notifying teachers of dangerous students.

Examples have been included in the template. (Be sure to remove the "example header" before publishing your CSSP.)

F. Discrimination and Harassment Policies

Insert your Board Policies, Administrative Regulations, and procedures related to Discrimination, Harassment, and Sexual Harassment in this section.

Recommended: Address procedures and policies for bullying prevention. In addition, please include complaint and investigation procedures.

G. School-wide Dress Code

Insert your Board Policies, Administrative Regulations, and procedures related to your school-wide dress code in this section.

Note on Education Code Requirements for this section

This requirement comes from **32282(a)(2)(F)**. It reads:

The provisions of any schoolwide dress code, pursuant to Section 35183, that prohibits pupils from wearing "gang-related apparel," if the school has adopted that type of a dress code. For those purposes, the comprehensive school safety plan shall define "gang-related apparel." The definition shall be limited to apparel that, if worn or displayed on a school campus, reasonably could be determined to threaten the health and safety of the school environment. Any school-wide dress code established pursuant to this section and Section 35183 shall be enforced on the school campus and at any school-sponsored activity by the principal of the school or the person designated by the principal. For purposes of this paragraph, "gang-related apparel" shall not be considered a protected form of speech pursuant to Section 48950.

State whether the school has adopted school-wide dress code that prohibits pupils from wearing gang-related apparel pursuant to EC 35183.

1. If the school has a dress code prohibiting gang-related apparel, include the following in the section.

- a. A copy of the school’s dress code. Confirm that the definition of gang-related apparel is included in the document.
 - b. A copy of your district Board Policy and Administrative Regulation on student attire.
2. If the school does not have a dress code prohibiting gang-related apparel, use this section to explain why it does not.
 - a. Include a copy of the school dress code if one exists.
 - b. Include a copy of your district Board Policies & Administrative Regulations on student attire if one exists.

H. Procedures for Safe Ingress and Egress

NOTE: This section will include some “tactical information” that will be withheld from public viewing.

Describe procedures for safe entry and exit of staff and students. Include maps, diagrams, and schedules as outlined in the example on the template.

Other items that might be outlined here are:

- Parking guidance
- Student valet programs
- Safe routes to and from schools
- Pedestrian crossings
- Crossing guard programs
- Bicycle policies

Examples have been included in the template. (Be sure to remove the “example header” before publishing your CSSP.)
Items marked with an * are considered to be “tactical information”.

I. Safe and Orderly Environment

In this section you are required to outline the goals, objectives, and action steps to be implemented throughout the year to improve school safety, security, and emergency preparedness. To assist in the development of the goals, objectives, and action steps, use the data collected during the assessment of current status of school crime at the school and school-related functions along with school culture and climate data. Describe the data reviewed, key findings, conclusions, and steps for improvement.

To assess the current status of school culture and climate, you may want to include data from the following sources:

- Local law enforcement crime data

- Suspension/Expulsion data found in the California Longitudinal Pupil Achievement Data System (CALPADS)
- Behavior Referrals
- Attendance rates/School Attendance Review Board data
- California Healthy Kids Survey data
- School Plan for Student Achievement (SPSA)
- Property Damage data
- Threat and Risk Assessment
- Hazard and Vulnerability Assessment

Each site must include at least one (1) goal with objectives and action steps for two components:

1. Positive School Environment - People & Programs:
 - a. Focuses on creating a caring school climate, where students feel wanted and needed, they believe that their participation makes a difference and they are safe to express themselves; may include information and protocols regarding:
 - i. Social Emotional Learning (SEL)
 - ii. Restorative practices
 - iii. Positive Behavior Interventions and Supports (PBIS)
 - iv. Mental health services and supports
 - v. School Attendance Review Board (SARB)
 - vi. School resource officers (SRO)

2. Physical Environment - Places:
 - a. Focuses on how the school site fosters security and safety through technology, lighting, policies, rooms and furnishings, emergency procedures, ingress/egress, environmental design, graffiti removal, and other elements of the physical environment; may include information and protocols regarding:
 - i. Security features
 - ii. Safe routes to school
 - iii. Facility repairs and modernization
 - iv. Window coverings, blinds, or film
 - v. Exterior lighting
 - vi. Visitor policies and badges
 - vii. Internal communication devices

Recommended: Include guidelines on the roles and responsibilities of those in roles who are employed to maintain a positive school climate. Those roles include:

1. Mental health professionals
2. School counselors
3. Community intervention specialists
4. Campus security and/or School Resource Officers

In addition, include strategies to create and maintain positive school climate and mental health protocols for students who have witnessed a violent act.

J. Rules and Procedures on School Discipline

In this section, you will outline school rules and policies and procedures for student discipline.

If your school has a parent/student handbook, it should be included in this section.

K. Procedures for Tactical Responses to Criminal Incidents

NOTE: This section is not for public viewing as it will contain sensitive safety information

In consultation with your local law enforcement, use this section to outline tactical responses to criminal incidents occurring on or in the vicinity of your campus. This includes procedures related to individuals with guns on school campuses or at a school event. Age-appropriate procedures, drills and exercises should be considered to prepare for and respond to active assailants or hostile persons on or near campuses.

The Santa Barbara County School Safety Coalition and local law enforcement endorses the use of the Standard Response Protocol (SRP) and the Avoid, Deny, Defend model. More on each of these can be found at www.sbceo.org/schoolsafety.

L. Protocols for Responding to a Potential Opioid Overdose

Use this section to outline protocols in this section for students who are suffering or are believed to be suffering from an opioid overdose, including training school employees on opioid prevention and life-saving response, as required by **SB 10 Melanie's Law**.

*Visit SBCEO's [Youth Opioid & Fentanyl Epidemic resource page](#) for more helpful resources on the Fentanyl & Opioid Crisis.