

California Montessori Project
2023-2024 Safety Operations Plan Checklist
2024-2025 Safety Operations Plan Checklist
Comprehensive School Safety Plan Checklist
California Education Code sections 32280–32289.5
Required Components for a Comprehensive School Safety Plan

Section 32281	Mandate Met	Notes
(b)(1) Plan is written and developed by a school site council (SSC) (2) The SSC may delegate this responsibility to a safety planning committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired	August 2023 August 2024	Reviewed and updated by administration; Updated in Vector, CMP’s Training Portal; Updated on Website
(b)(3) SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP (SOP)	December 2023 December 2024	Sent to, and reviewed by, local Sacramento Sheriff Department and Sacramento Metro Fire Department

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) CSSP includes, but is not limited to the following:		
(1) An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included: <ul style="list-style-type: none"> • Office Referrals • Attendance rates/School Attendance Review Board • Suspension/Expulsion data • California Healthy Kids Survey • School Improvement Plan • Local law enforcement juvenile crime data • Property Damage data 	Done annually <ul style="list-style-type: none"> • November 2022 • November 2023 	Each site reviews this information with their Site Safety Committee and places in their confidential copy.
(2) Appropriate strategies and programs that provide and maintain a high level of school safety and address the school’s procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:		
(A)Child Abuse Reporting procedures	<ul style="list-style-type: none"> • February 2023 • February 2024 	Board Policy Included

(B) Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:	<ul style="list-style-type: none"> • February 2023 • February 2024 	Use the Standardized Emergency Management System as detailed in the California Emergency Services Act 8607 and the supporting <i>California Code of Regulations</i> Board Policy Included
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Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(i) Earthquake emergency procedure system that includes:</p> <p>(I) A school building disaster plan</p> <p>Note: Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<ul style="list-style-type: none"> • February 2023 • February 2024 	<p>Detail response procedures may include:</p> <ul style="list-style-type: none"> • Lock Down • Secure School • Active intruder or other threat(s) <p>Describe information on training and exercise drills</p> <p>Included</p> <p>CMP practices and trains ALICE, (Alert, Lockdown, Inform, Counter, Evacuate) School Intruder Program.</p> <p>Campuses practice drills per the outlined schedule.</p>
(ii) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency	<ul style="list-style-type: none"> • February 2024 	Included
(C) Suspension/Expulsion policies and procedures	<ul style="list-style-type: none"> • February 2023 • February 2024 	Board Policy Included
(D) Procedures to notify teachers of dangerous pupils	<ul style="list-style-type: none"> • February 2023 • February 2024 	Included

Section 32282	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(E) Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	<ul style="list-style-type: none"> February 2023 February 2024 	Board Policy Included
(F) If a Schoolwide Dress Code exists, include prohibition of gang-related apparel	<ul style="list-style-type: none"> February 2023 February 2024 	Included
(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	<ul style="list-style-type: none"> February 2023 February 2024 	Included
(H) Maintain a safe and orderly environment conducive to learning at the school	<ul style="list-style-type: none"> February 2023 February 2024 	Included
(I) Rules and procedures on school discipline are established	<ul style="list-style-type: none"> February 2023 February 2024 	Board Policy Included
<p>(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community</p> <p>Note: Effective January 1, 2019, AB 1747 requires the inclusion of these procedures</p>	<ul style="list-style-type: none"> February 2023 February 2024 	Included
(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees	Sites review and update by end of January each year.	Each CMP Campus has a Site Safety Coordinator and establishes a Site Safety Committee to review the Risk Assessment each year and/or when needed.
<p>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public</p>	<p>School must review, update, and adopt by March 1</p> <ul style="list-style-type: none"> February 2023 February 2024 	CMP conducts a public hearing at the January Governing Board Meeting each year and approves the SOP at the February Governing Board Meeting each year.

Section 32282	Recommendation Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP	<ul style="list-style-type: none"> February 2023 February 2024 	<p>Board Policy Included</p> <p>Note: Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at https://www.cde.ca.gov/l/s/s/se/bullyres.asp</p>

Section 32282.1	Recommendation Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> • Mental health professionals, school counselors • Community intervention professionals • School resource officers, police officers on campus <p>(b) The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<ul style="list-style-type: none"> • February 2023 • February 2024 	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, if used</p> <p>Included</p>

Section 32286	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Each school review, update, and adopt its plan by March 1, every year</p>	<p>Annually</p> <ul style="list-style-type: none"> • 23/24: February 13, 2023 • 24/25: February 12, 2024 	<p>See Section 32288 for guidance on school district or COE approval timeline</p> <p>Added to the school website after approval</p>

Section 32288	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Submit the plan to school district office or COE for approval</p>	<p>Submitted to CMP's Authorizing Districts</p> <ul style="list-style-type: none"> • 3/24/23 • 3/1/24 	<p>Submitted to CMP's Authorizing Districts</p>
<p>(b)(1) Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions</p>	<p>Public Hearing held during January Governing Board Meeting</p> <ul style="list-style-type: none"> • Public Hearing: January 23, 2023 • Public Hearing: January 8, 2024 	<p>Public Hearing held during January Governing Board Meeting each year</p>

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