

## COMPREHENSIVE SCHOOL SAFETY PLAN – EXECUTIVE SUMMARY

<b>SCHOOL</b>	Buena Park Middle School
<b>SCHOOL YEAR</b>	2024-2025
<b>PRINCIPAL</b>	John Beckelheimer

In compliance with State law and Board policy, stake-holders at our school engaged in a systematic planning process for the purpose of reviewing and updating our comprehensive school safety plan. This process included gathering and analyzing crime and safety data in order to develop reasonable safety goals relevant to the needs and resources of our campus. This Executive Summary details the two data-driven safety goals that resulted from our planning process. The entire plan can be viewed by making an appointment with the Principal.

### **GOAL - 1**

Make the Safety Tip Line and mental health resources more prominent and easier to access from a mobile device.

### **GOAL - 2**

Review/update school policy and procedure on fire drills and evacuations, along with live exercises, followed by an after-action review of the procedures and outcomes to ensure the policy is current and applicable to the hazards they are being used for.

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#### FOR ADMINISTRATIVE USE ONLY

Procedure for Comprehensive Safe School Plans	See Policy #
Plan adopted on	
Plan approved on	

## **SECTION ONE**

This section details our systematic planning process, procedures for complying with safety laws, and safety goals for the upcoming school year.

# COMPREHENSIVE SCHOOL SAFETY PLAN

## ABOUT THIS TEMPLATE “Safety” is a Process!”

### The Law

California Ed Codes 32280-32289.5, require every school in a district with more than 2501 average daily attendance to develop and maintain plans designed to address campus risks. The law also requires designated stakeholders at each school, along with local law enforcement, fire department, and other first responder agencies, to annually engage in a systematic planning process for the purpose of developing strategies to prevent and respond to potential incidents involving crimes and violence on campus.

*Ed Code 32280  
A “safety plan”  
means a plan to  
develop strategies  
aimed at the  
prevention of, and  
education about,  
potential incidents  
involving crime and  
violence on the school  
campus.*

### The Template

This template was created by the Campus Safety Group on behalf of the Los Angeles County Office of Education, the California Department of Education, and the California Department of Justice.

### Planning Due Dates

There are two mandatory due dates in Education Code:

- March 1 - The School must have “adopted” their school safety plan by March 1, and have forwarded it to the District for “approval.”
- October 15 – The District must approve the school's plan by October 15. The District is required to report to CDE any individual schools that do not have approved plans by October 15. Non-compliance must be indicated on that schools’ SARC.

### Planning Timeline

Schools should create a timeline to ensure compliance with the March 1, adoption date. An example of a compliance timeline:

- September/October
  - Step 1 - Identify Collaborative Comprehensive Safe School Planning Committee.
  - Step 2 - Create a vision of school as a safe place to learn.
  - Step 3 - Gather and assess school related crime and safety data.
- November/December
  - Step 4 – Identify data driven areas for desired change.
  - Step 5 – Select and implement strategies for a safe and orderly environment.
- January/February
  - Step 6 – Share and then adopt the plan. Forward the adopted plan to the District.
- March/June
  - Step 7 – Implement the plan by achieving your data driven safety goals.

## COMPREHENSIVE SCHOOL SAFETY PLAN

School Name	Buena Park Middle School
Principal	John Beckelheimer
School year Plan is for the upcoming school year	2024-2025

Our school engaged in the systematic planning process recommended in the law:

- Step One** We Identified our safety committee.
- Step Two** We created a vision of a school as a safe place to learn.
- Our Mission Statement and existing safety practices.
- Step Three** We gathered and assessed school related crime and safety data.
- Specific data known to have an impact on campus safety.
- Step Four** We Identified areas of desired change.
- Data driven analysis towards improvement.
- Step Five** We developed strategies to maintain a safe and orderly environment.
- Two data driven safety goals that are meaningful to our unique campus circumstances and achievable through existing resources.
- Step Six** We shared and adopted the plan.
- A public meeting was held with invitations extended to campus and community stakeholders.
- Step Seven** We will continue to evaluate and revise the plan
- Stakeholders at our school will continue to monitor progress towards achieving our goals and revise strategies as necessary.



## COMPREHENSIVE SCHOOL SAFETY PLAN

### Step Three – Gather & assess school crime and safety data 3.1 - Safety Policies and Procedures

Ed Code 32282 establishes a list of required and recommended safety policies and procedures that must be included in the safety planning process. Check “included” indicating that you have attached a current PDF version of applicable policies and procedures to this plan. Remember, you can include other safety practices in your planning process that may not be mentioned in the law.

Required Safety Policies/Procedures	
Policy/Procedure	Included
Child Abuse Reporting	X
Disaster Response Procedures	X
Suspension & Expulsion Policies	X
Procedure to notify teachers of dangerous pupils	X
Anti-Discrimination/Harassment Policy	X
Anti-Bullying Policy	X
School Dress Code re “anti-gang” apparel	X
Procedure for safe ingress/egress	X
Rules for school discipline	X
Lockdown procedure	X
Tactical response procedure	
Other Safety Policies/Procedures	
Haz-Mat with ¼ mile of campus	
Building evacuation plan	X
Campus evacuation plan	
Bomb threat	X
Visitors on campus	X
Anti-sex abuse/trafficking procedures	
Guidelines for mental health and law enforcement contacts at school	X
Procedures to address the mental health of students who have witnessed a violent act on campus, going to or headed from school, or at any other school related event.	

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Step Two – Our schools vision of a safe place to learn

#### **School Mission Statement**

All students and staff need a safe and supportive school environment in order to succeed. A safe school is one where teaching and learning are not distracted; disruptions are minimized; violence, drugs, bullying and fear are not present; expectations for behavior are clearly communicated; and consequences for infractions are consistently and fairly applied.

#### **About our school, a safe place to learn**

To promote a safe plan to learn, Buena Park Middle School has established the following: BPMS holds quarterly safety drills all scheduled at various times and days of the week in order to assess emergency response in different situations. BPMS has a clear and concise safety plan for emergencies including earthquake, active shooter, and fire. BPMS works with school resource officers on campus to promote a safe environment. BPMS has established tier three interventions of various counseling programs for students to participate in. BPMS works with a supervision team to continuously review, revise, and improve school supervision.

## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.2 – Step Three Task Log.

Red numbers indicate the task is for the principal or designee.

Form#	Primary Person Tasked
3.3 Crime assessment	Leticia Cruz
3.4 Tactical response	Jay Beckelheimer
3.5 Lockdown procedure	Jay Beckelheimer
3.6 Disaster plan, incident commander	Jay Beckelheimer
3.7 Disaster plan, general	Jay Beckelheimer
3.8 Disaster plan, medical team	Leticia Cruz
3.9 Disaster plan, search & rescue	Leticia Cruz
3.10 Disaster plan, reunification	Leticia Cruz
3.11 Anti-Bullying	Leticia Cruz
3.12 Expulsion/Suspension/Discipline	Jay Beckelheimer
3.13 Notify teachers of dangerous pupils	Leticia Cruz
3.14 Pesticide & harmful materials plan	Jay Beckelheimer
3.15 Visitors on campus	Leticia Cruz
3.16 Safe ingress/egress	Leticia Cruz
3.17 Anti-Harassment procedure	Jay Beckelheimer
3.18 Dress code, gang related apparel	Leticia Cruz
3.19 Child abuse reporting procedures	Jay Beckelheimer
3.20 Existing resources	Jay Beckelheimer



## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.3 – Assessment of Campus Crime

This assessment to be completed by the school principal or designee.

<b>Assessment performed by</b>	Date
The listed name must be the person who does the assessment.	
Jay Beckelheimer	

The purpose of this assessment is to assure the school is aware of criminal behavior or dangerous trends occurring on campus or at school related functions. Consult with local law enforcement to be certain all relevant information is gathered.

Number of crimes reported on campus or at school related events.

These numbers are from the previous school year and will come from your local law enforcement agency as well as crimes that might not have been reported to the police such as significant vandalism or reported thefts. Internal data sources include work orders and insurance claims.

Type of crime

Avoid using code sections. For example, enter vandalism instead of 594 PC.

Type	Number	Type	Number
Tobacco	7	Theft	2
Drug/Alcohol	37	Sale	1
Physical Injury	29	Harassment	2
Weapon	5	Sexual Harassment	2

Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

	<p>Based on recent data collected on our student discipline dashboard, the majority of reported student cases are EC 48900a (caused/threatened physical injury to another) and EC 48900.c (Drug/Alcohol Possession). Based on this data, our desired change will be to lower the cases related to EC 48900a and c for the 2024-2025 school year. Focus on positive and restorative interventions.</p>
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.4 – Tactical Response Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Jay Beckelheimer	

The purpose of this assessment is to assure that the campus has a “Tactical Response Plan” for dangerous criminal incidents occurring on campus, including incidents involving firearms, and that those plans support first responder efforts.

<p><b>Does your local law enforcement agency have a “tactical response” plan for your school?</b> Most modern first responder agencies do have tactical response plans in place for schools within their jurisdiction. If you do not know, it is your job to make sure.</p>	Yes <input type="radio"/>
<p><b>Does your school have a plan for responding to dangerous criminal events on campus, including events involving firearms?</b> Generally, such plans involve preparing for, initiating, maintaining, ending, and recovering from a lock-down or rapid evacuation. If you do not have this plan, skip the next question and add “Develop a Tactical Response Plan” as a suggested action plan.</p>	Yes <input type="radio"/>
<p><b>Is your school plan coordinated with the law enforcement plan?</b> The purpose of this assessment is to facilitate continual communications between the school and local first responder agencies. DON'T accept a District level “we’re working with local law enforcement” statement. It’s your job insure the school’s efforts are coordinated with responder efforts.</p>	Yes <input type="radio"/>

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

	<p>OC Sheriff Proactive Threat Assessment conducted for all staff. Training in the event of an active shooter emergency was conducted in 23-24 school year. Knowledge Saves Lives site assessment report was conducted of the school during the 23-24 school year.</p>
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.5 – Lockdown Plan

This assessment to be completed by the school principal or designee.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.


<b>Assessment performed by</b> The listed name must be the person who does the assessment.	Date
Jay Beckelheimer	

The purpose of this assessment is to assure the school is taking all reasonable steps to be prepared for a lock-down scenario.

<b>Does the school have a lockdown procedure?</b> If not, add a create procedure as a suggested action plan. If yes, review the procedure and proceed to the next questions.	Yes <input type="radio"/>
<b>Does the procedure include redundant announcements?</b> Redundant announcements refer to multiple ways of signaling a lockdown, such as bells, PA systems, flashing lights and any other means of campus mass communications. If the the answer is no, suggest adding redundant announcements as an action plan.	Yes <input type="radio"/>
<b>Does the procedure include documentation and reviews of the drills?</b> Dates/times of drills must be documented. A drill review would include information from staff visitors, and when age-appropriate, from students and include information related on how effective the drill was. If the answer is no, suggest adding an after-drill review.	Yes <input type="radio"/>

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

 Emergency procedures were updated and distributed to all staff. Emergency procedures are posted in each classroom. Audit was conducted of emergency kits and items were replaced in the 23-24 school year. Area of growth is to set up a backup system to use to notify all staff about a lockdown.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.6 - Disaster Plan – Incident Commander

This form to be completed by the school principal or designated Incident Commander

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

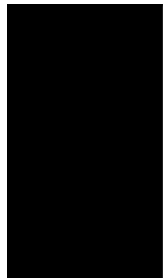
<b>Assessment performed by</b> The listed name must be the person who does the assessment.	Date
Jay Beckelheimer	

The purpose of this assessment is to assure the Campus Incident Commander (IC) has the requisite training and supplies to manage the school during a disaster or other unusual occurrence requiring an Incident Command Post.

<b>Do the IC &amp; alternate IC have NIMS/SEMS training?</b> This includes ICS 100 & NIMS 700. <a href="#">You can check training requirements here.</a> If not, add training as a suggested action plan.	No
<b>Is there a list of IC forms &amp; supplies?</b> If no, add creating a list as a suggested action plan.	Yes <input type="radio"/>
<b>Are all required forms &amp; supplies in place and serviceable?</b> If no, add updating forms & supplies to suggested action plans.	Yes <input type="radio"/>

### Assets/Suggested action plan(s)

**A brief statement to highlight assets and/or areas of desired change.**

	BPMS audited and provided all classrooms with emergency kits. Additionally, BPMS will work with the district to provide SEMS(Standardized Emergency Management System) and NIMS (National Incident Management System) training for the principal.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.7 - Disaster Plan – General

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	
Jay Beckelheimer	

The purpose of this assessment is to assure the school is taking all reasonable steps to be prepared for a disaster.

<b>Is there an earthquake procedure in compliance with state law?</b> <a href="#">(See Ed Code 32282 B(i)-(IV)(ii))</a> If no, add create procedures as a suggested action plan.	Yes <input type="radio"/>
<b>Is there a map of the school showing the location of gas and water meters?</b> If no, add create maps as a suggested action plan. If yes, when was it last updated?	Yes <input type="radio"/>
<b>There a list of classroom disaster supplies?</b> If not, add "create a list of classroom disaster supplies" as a suggested action plan. If yes, answer the next questions.	Yes <input type="radio"/>
<b>Are classroom supplies in place and serviceable?</b> If no, add updating supplies as a suggested action plan.	Yes <input type="radio"/>
<b>Is there a procedure to routinely check for non-structural dangers?</b> Non-structural dangers include, but are not limited to, heavy objects in high places, untethered bookcases/shelving, and other situations presenting otherwise avoidable injuries.	No <input type="radio"/>

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

	District provided map of gas and security alarm locations. . Create a plan for distributing paper student emergency contacts to key staff. Create a procedure for checking and teaching students about the emergency supplies. Create a plan for training staff on emergency procedures.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **3.8 - Disaster Plan – Medical Team**

This form should be completed by the school Medical Unit Leader. If no such position exists, consider the school nurse or other person who would be assigned to the Medical Unit in a disaster.

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment.	
Leticia Cruz	

The purpose of this assessment is to assure the campus medical team is prepared for a disaster.

<b>Is there a written procedure for the campus medical team?</b> If no, add "prepare written medical team procedure as suggested action plan. If yes, go to the next question.	No	▼
<b>Are there training requirements in the procedure?</b> If not, add training requirements to the suggested action plans. If yes, go to the next question	No	▼
<b>Are medical team members trained in the procedure?</b> If no, add training to suggested action plans.	No	
<b>Is there a list of medical team forms and supplies?</b> If not, add create a list of medical team forms and supplies as a suggested action plan. If yes, go to the next question.	Yes	
<b>Are all forms and supplies in place and serviceable?</b> If no, add obtaining required forms and supplies as a suggested action plan.	Yes	

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	Biannual CPR and First Aid training for medical team members. Plan to include AED training. Create written procedures for the medical team during a disaster.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **3.9 – Disaster Plan – Search and Rescue**

This form should be completed by the school Search & Rescue Team Leader. If no such position exists, consider a person who would be assigned to the Search & Rescue Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Leticia Cruz	

The purpose of this assessment is to assure the Campus Search & Rescue Team (S&R) has the requisite training and supplies to manage the school during a disaster.

<b>Are there written procedures for the S&amp;R unit?</b> If no, add, "Create Search & Rescue procedures" as a suggested action plan. If yes, answer the next question.	Yes <input type="radio"/>
<b>Are there training recommendations?</b> If no, add creating training recommendations to the suggested action plans. If yes, answer the next question.	No <input type="radio"/>
<b>Are S&amp;R team members trained?</b> If no, add obtain training to the suggested action plans.	No <input type="radio"/>
<b>Is there a list of S&amp;R forms &amp; supplies?</b> If no, add creating a list to the suggested action plans. If yes, answer the next questions.	Yes <input type="radio"/>
<b>Are forms and supplies in place and serviceable?</b> If not, add search & rescue supplies to the suggested action plans.	No <input type="radio"/>

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	BPMS administration along with the District Safety Committee will establish a list recommended training and protocols for S&R teams. In addition, any needed for items that will assist the team in creating S & R supplies will be established so are accessible and serviceable for all, including student emergency card hard copies in case technology is down during an emergency.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **3.10 – Disaster Plan – Reunification Team**

This form should be completed by the school Reunification Team Leader. If no such position exists, consider a person who would be assigned to the Reunification Unit in a disaster. Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment.	
Leticia Cruz	

The purpose of this assessment is to assure the Reunification Team has the requisite training and supplies to manage the school during a disaster or other unusual occurrence.

<b>Is there a procedure for reunification?</b> If not, add, "Create reunification procedures" as a suggested action plan. If yes, answer the next question.	Yes <input type="checkbox"/>
<b>Is there a list of reunification forms &amp; supplies?</b> If no, add creating a list to the suggested action plans. If yes, answer the next question.	Yes <input type="checkbox"/>
<b>Are all forms &amp; supplies in place and serviceable?</b> If not, add reunification supplies to the suggested action plans.	Yes <input type="checkbox"/>

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	Update reunification procedures and share with all staff. Staff keep all current emergency documents with emergency supplies. Prepare emergency cards to use in the event of the loss of electricity or wifi.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.11 – Anti-Bullying Procedure

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Leticia Cruz	

The purpose of this assessment is to assure all staff have met minimum training requirements and to look for trends. Prior to this assessment, review school and school district policy on bullying. Also, when was the last time the school/school district performed a bullying survey? Is it time for a new one?

<b>Is staff sufficiently trained in recognizing/responding to bullying?</b> If “no,” suggest training as an action plan.	Yes <input checked="" type="radio"/>
<b>Compare the numbers for the previous three years of bullying reports.</b>	
<b>Is there an identified trend in bullying reports?</b> Identify trends and consider action plans designed to promote what is working or where improvements can be made.	

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	Refresh training to all staff on the different types of bullying and protocols. Plan and promote positive interventions to create a positive environment. Bullying protocol is included in the student agenda, student handbook, and school website. Counselor is involved in bullying response.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **3.12 –Procedures for Expulsion, Suspension, and School Discipline**

This form to be completed by the school principal or designee.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment.	
Jay Beckelheimer	

**Review the numbers/reasons for the previous two years of expulsions.**

There were 0 for both years.

**Review the numbers/reasons for the previous two years of suspensions.**

In the 2021-2022 school year there were 163, In 2022-2023 there have been 73 suspensions. In 2022-2023 the top two reasons for suspensions were drug/alcohol, and caused/threatened physical injury.

**Review the numbers/reasons for the previous two years of disciplinary office referrals.**

The majority of office discipline referrals were for disrespect, followed by disruption.

**Do any of these comparisons suggest a trend?**

If so, assess what you are doing well or what the challenges are and consider an action plan(s) to promote what is working or address the challenges.

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

Focus on growing PBIS team, promoting positive/restorative interventions and training. Assistant Principal, Pathway Specialist, School Counselor were trained on restorative interventions.

## COMPREHENSIVE SCHOOL SAFETY PLAN

### **Section 3.13 – Procedure to Notify Teachers of Dangerous Students**

This form to be completed by the school principal or designee.

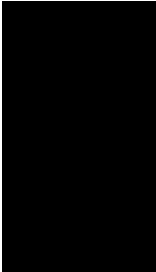
<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Leticia Cruz	

State law requires certain teachers to be notified of students who have been arrested for, or through routine school processes believed to have committed specific violent crimes. This assessment is to assure you are complying with that law. Review the law here. [\(Link to law\)](#)

<b>Is your school compliant with the law?</b> If these notifications are not happening it is likely that the “fix” needs to come from a level above the school. If you are not making these notifications you should be specific that the District office has been made aware of the matter.	Yes <input type="button" value="v"/>
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### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

 Change procedure to only notify the teacher of the student.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.14 – Procedures for Pesticide or Other Harmful Material Spill

All related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

Assessment performed by	Date
The listed name must be the person who does the assessment.	
Jay Beckelheimer	

The purpose of this assessment is to assure the school is aware of, and taking all reasonable steps to be prepared for, a Hazardous Materials (HAZMAT) incident.

<p><b>Is there a potential pesticide or harmful material concern within ¼ mile of the school?</b> This information should be provided by the local fire department. Response procedures generally follow evacuation plans or shelter in place plans.</p>	No	▼
<p><b>Does the school have a shelter in place procedure?</b> Shelter-in-place is similar to, but different to a lockdown. <a href="#">You can read about shelter in place here</a>. If you do not have a shelter-in-place procedure, include creating one as a suggested action plan item. If you do have a procedure, answer the following questions.</p>	Yes	▼
<p><b>Are staff aware of shelter in place and evacuation plans?</b> This requires a simple survey of staff asking if they are aware of the plan?</p>	Yes	▼

### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

	<p>BPMS has a “Shelter in Place” procedure in the emergency protocol pamphlet posted in every classroom. BPMS conducted an audit to verify every classroom and office has the emergency protocol pamphlet.</p>
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.15 – Procedures for Visitors on Campus

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment. This can be a group project.	
Leticia Cruz	

<p><b>Are there written guidelines for visitors on campus?</b> If not, add “prepare written guidelines for visitors on campus” to action plans.</p>	Yes <input type="checkbox"/>
<p><b>Is there sufficient signage guiding visitors?</b> Best practice is to have multilingual signs directing visitors to check in location(s). Additionally, signage should be clear that failing to check in could result in law enforcement being called.</p>	Yes <input type="checkbox"/>
<p><b>Are staff and students (age appropriate) trained how to report unidentified visitors on campus?</b> Best practice is to establish a “culture of compliance” related to visitors. Staff and students should instinctively know how to direct or report unidentified visitors</p>	Yes <input type="checkbox"/>
<p><b>Conduct a survey</b> Pick a random week and survey the campus to determine if any visitors are on campus that did not follow the procedure. You can use other safety committee members to assist you.</p>	

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	<p>District conducted an audit of signage to ensure needed signage is posted. The BPMS Safety Committee will reevaluate the campus signage to determine which additional signs may be necessary for visitor check in required procedures. The team continue to ensure that we have a “culture of compliance” and will know what steps needed to be taken when we have an unidentified visitor on campus. BPMS front of staff will continue to use the Raptor check in process.</p>
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### **Section 3.16 – Plan for Safe Ingress and Egress**

Related procedures must contain specific accommodations for staff, students, or visitors with access and functional needs.

<b>Assessment performed by</b>	<b>Date</b>
The listed name must be the person who does the assessment. This can be a group project.	
Leticia Cruz	

An ingress/egress plan is generally a map of the school, created in cooperation with law enforcement, fire department, and neighbors, designating “routine” arrival and departure points as well as emergency departure paths (showing both building evacuation paths, campus evacuation paths, as well as assembly areas.) Although it is not always possible, the ideal arrival plan limits points of access to only those areas that can be monitored by staff and/or cameras that are monitored by staff. An emergency egress plan must take into consideration how locked gates might be opened during an emergency.

<b>Does the school have a written ingress/egress plan?</b> If not, add “Create ingress/egress plan” to the suggested action plans.	Yes
<b>Does the school have a plan to assure exterior gates and doors are locked during school hours?</b> The plan should go beyond requiring gates doors to be locked to include some sort of daily check.	Yes <input type="checkbox"/>
<b>Is there a plan to assure designated gates can be unlocked to facilitate emergency egress?</b> Check for redundancy in opening locked gates. What if the primary “key holder” was not available?	Yes <input type="checkbox"/>
<b>Is there sufficient signage directing visitors?</b> If not, add “consider exterior/interior signage” to suggested action plans.	Yes <input type="checkbox"/>

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

	Day custodian checks and secures gates each morning after arrival and after dismissal. Day custodian has been trained on emergency routes and processes and these plans are also available in the sub folder for custodians. There are signs indicating entrances and exits for visitors.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.17 Anti-Harassment Procedure

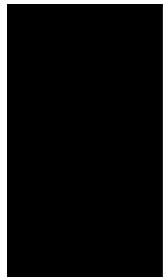
This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Jay Beckelheimer	

<b>Are all staff members trained as required in policy?</b> A "no" answer requires a suggested action plan that all staff meet training requirements.	Yes <input type="radio"/>
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### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

 Staff will continue to receive the annual parent/guardian and student notification of anti-harrassment procedures and be informed of the UCP process for BPSD. All staff is required to take the annual Keenan and Associates training. The office of Human Resources will monitor staff completion of the harassment policy training.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Section 3.18 – Dress Code – “Gang Related Apparel”

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Leticia Cruz	

#### **Review the current policy, specific to “gang related apparel.”**

If the policy does not address gang related apparel, disregard this assessment. If it does, continue.

#### **Conduct a survey**

Pick random times during a week and walk the campus specifically looking for violations of this policy. You can ask other safety team members to assist you with this survey.

### **Assets/Suggested action plan(s)**

A brief statement to highlight assets and/or areas of desired change.

Dress code has been updated to include violations related to gang related apparel. School has performed dress code checks to survey for violations of the policy. School has a written dress code policy made available in the school agenda, student and parent handbook, and school website.



## COMPREHENSIVE SCHOOL SAFETY PLAN

### 3.19 – Child Abuse Reporting Procedure

This form to be completed by the school principal or designee.

<b>Assessment performed by</b> The listed name must be the person who does the assessment.	<b>Date</b>
Jay Beckelheimer	

Review your policy, specific to mandatory training.

<b>Are all staff members currently in required training?</b> This information should be available through Human Resources. If “no” add an action plan to have all staff current on this training.	Yes <input type="checkbox"/>
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### Assets/Suggested action plan(s)

A brief statement to highlight assets and/or areas of desired change.

Staff will continue to receive the annual parent/guardian and student notification on the mandated reporter training and legal procedures and be informed of the UCP process for BPSD. All staff are required to take the annual Keenan and Associates training. The office of Human Resources will monitor staff completion of the harassment policy training. Staff will notify the principal once the training is successfully completed and as needed, provide reminders to staff on mandated reporter requirements as posted on our district website and annual notification to parents/guardians and students.
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## COMPREHENSIVE SCHOOL SAFETY PLAN

### Step Four – Assets/Suggested Action Plans

<p>3.3 Crime On Campus <b>Physical Social</b></p>	<p>Based on recent data collected on our student discipline dashboard, the majority of reported student cases are EC 48900a (caused/threatened physical injury to another) and EC 48900.c (Drug/Alcohol Possession). Based on this data, our desired change will be to lower the cases related to EC 48900a and c for the 2024-2025 school year. Focus on positive and restorative interventions.</p>
<p>3.4</p>	<p>OC Sheriff Proactive Threat Assessment conducted for all staff. Training in the event of an active shooter emergency was conducted in the 23-24 school year. Knowledge Saves Lives site assessment report was conducted of the school during the 23-24 school year.</p>
<p>3.5 Lockdown <b>Physical</b></p>	<p>Emergency procedures were updated and distributed to all staff. Emergency procedures are posted in each classroom. Audit was conducted of emergency kits and items were replaced in the 23-24 school year. Area of growth is to set up a backup system to use to notify all staff about a lockdown.</p>
<p>3.6 Disaster Incident Commander <b>Physical</b></p>	<p>BPMS audited and provided all classrooms with emergency kits. Additionally, BPMS will work with the district to provide SEMS(Standardized Emergency Management System) and NIMS (National Incident Management System) training for the principal.</p>
<p>3.7 Disaster General <b>Physical</b></p>	<p>District provided maps of gas and security alarm locations. Create a plan for distributing paper student emergency contacts to key staff. Create a procedure for checking and teaching students about the emergency supplies. Create a plan for training staff on emergency procedures.</p>
<p>3.8 Disaster Medical <b>Physical</b></p>	<p>Biannual CPR and First Aid training for medical team members. Plan to include AED training. Create written procedures for the medical team during a disaster.</p>

## COMPREHENSIVE SCHOOL SAFETY PLAN

<p style="text-align: center;">3.9 Disaster S&amp;R</p> <p style="text-align: center;"><b>Physical</b></p>	<p>BPMS administration along with the District Safety Committee will establish a list of recommended training and protocols for S&amp;R teams. In addition, any needed items that will assist the team in creating S &amp; R supplies will be established so they are accessible and serviceable for all, including student emergency card hard copies in case technology is down during an emergency.</p>
<p style="text-align: center;">3.10 Disaster Reunify</p> <p style="text-align: center;"><b>Physical</b></p>	<p>Update reunification procedures and share with all staff. Staff keep all current emergency documents with emergency supplies. Prepare emergency cards to use in the event of the loss of electricity or wifi.</p>
<p style="text-align: center;">3.11 Anti Bullying</p> <p style="text-align: center;"><b>Social</b></p>	<p>Refresh training to all staff on the different types of bullying and protocols. Plan and promote positive interventions to create a positive environment. Bullying protocol is included in the student agenda, student handbook, and school website. Counselors are involved in bullying response.</p>
<p style="text-align: center;">3.12 Expulsion Suspension Discipline</p> <p style="text-align: center;"><b>Social</b></p>	<p>Focus on growing the PBIS team, promoting positive/restorative interventions and training. Assistant Principal, Pathway Specialist, School Counselor were trained on restorative interventions.</p>
<p style="text-align: center;">3.13 Notify of Dangerous Pupils</p> <p style="text-align: center;"><b>Social</b></p>	<p>Change procedure to only notify the teacher of the student.</p>
<p style="text-align: center;">3.14 Pesticide Harmful Material</p> <p style="text-align: center;"><b>Physical</b></p>	<p>BPMS has a "Shelter in Place" procedure in the emergency protocol pamphlet posted in every classroom. BPMS conducted an audit to verify every classroom and office has the emergency protocol pamphlet.</p>

## COMPREHENSIVE SCHOOL SAFETY PLAN

<p>3.15 Visitors on Campus</p> <p><b>Social</b></p>	<p>District conducted an audit of signage to ensure needed signage is posted. The BPMS Safety Committee will reevaluate the campus signage to determine which additional signs may be necessary for visitor check in required procedures. The team continues to ensure that we have a “culture of compliance” and will know what steps need to be taken when we have an unidentified visitor on campus. BPMS front of staff will continue to use the Raptor check in process.</p>
<p>3.16 Safe ingress Egress</p> <p><b>Physical</b></p>	<p>Day custodian checks and secures gates each morning after arrival and after dismissal. Day custodian has been trained on emergency routes and processes and these plans are also available in the sub folder for custodians. There are signs indicating entrances and exits for visitors.</p>
<p>3.17 Anti Harassment</p> <p><b>Social</b></p>	<p>Staff will continue to receive the annual parent/guardian and student notification of anti-harassment procedures and be informed of the UCP process for BPSD. All staff are required to take the annual Keenan and Associates training. The office of Human Resources will monitor staff completion of the harassment policy training.</p>
<p>3.18 Gang Apparel</p> <p><b>Social</b></p>	<p>Dress code has been updated to include violations related to gang related apparel. School has performed dress code checks to survey for violations of the policy. School has a written dress code policy made available in the school agenda, student and parent handbook, and school website.</p>
<p>3.19 Child Abuse Reporting</p> <p><b>Social</b></p>	<p>Staff will continue to receive the annual parent/guardian and student notification on the mandated reporter training and legal procedures and be informed of the UCP process for BPSD. All staff are required to take the annual Keenan and Associates training. The office of Human Resources will monitor staff completion of the harassment policy training. Staff will notify the principal once the training is successfully completed and as needed, provide reminders to staff on mandated reporter requirements as posted on our district website and annual notification to parents/guardians and students.</p>
<p>3.20 Existing Resources</p> <p><b>Physical Social</b></p>	<p>School Safety budget - \$7500 Parent Resource - Time. Joining SSC, ELAC, School Safety Committee</p>

# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Five - Select and implement strategies for a safe and orderly environment.

Prioritizing the information gathered in Step Four, our team has developed the following goals designed to enhance our efforts at maintaining a safe and orderly environment

### **Section 5.1 - Component 1 Goal - "People."**

#### **The social climate, people and programs.**

Ed Code 32281(b)(1) "Relevant to the needs and resources of that particular school."

Grow PBIS team and increase the number of positive and restorative interventions to improve school climate.

This goal pertains to the school's social climate, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

### **Section 5.1.1 - Action Plans for "People" Goal**

Task	Person	Due Date
Recruit PBIS leader/team	Leticia Cruz	
Create collaboration with school counselor	PBIS team	
Plan PBIS events	PBIS Team/administration	
Order supplies	Jay Beckelheimer	
Award Ceremonies	Jay Beckelheimer	

## COMPREHENSIVE SCHOOL SAFETY PLAN

### **Section 5.2 - Component 2 Goal - "Place."**

#### **The physical environment.**

Ed Code 32281(b)(1) "Relevant to the needs and resources of that particular school."

Review/update school policy and procedure on fire drills and evacuations, along with live exercises, followed by an after-action review of the procedures and outcomes to ensure the policy is current and applicable to the hazards they are being used for.

This goal pertains to the physical school grounds, considering assets and challenges. Based on our assessment, achieving this goal should assist in improving the overall safety of students, staff, and visitors on our campus.

### **Section 5.2.1 Action Plans for "Place" Goal**

Task	Person	Due Date
Audit written procedures for disaster teams	Jay Beckelheimer	
Refine, write written procedures for disaster teams that do not have explicit written procedures	Assistant Principal	

# COMPREHENSIVE SCHOOL SAFETY PLAN

## Step Six – Share & adopt the plan

### **Section 6.1 - Public Meeting**

Ed Code 32288 (2) (b) (1) - Before adopting its comprehensive school safety plan, the school site council or school safety planning committee shall hold a public meeting at the school site in order to allow members of the public the opportunity to express an opinion about the school safety plan.

<b>On the indicated date, we shared our plan at a public meeting.</b> The notice of the meeting is attached to this plan.	Date
	May 29, 24

### **Section 6.2 - Adoption of School Safety Plan**

Ed Code 32286(a) Each school shall adopt its comprehensive school safety plan by March 1, 2000, and shall review and update its plan by March 1, every year thereafter.

<b>On the indicated date our Committee met and voted to adopt our school safety plan.</b> The minutes from this meeting are attached to this plan. The plan was then forwarded to the District Officer for approval.	Date
	5/29/24

## Step Seven – Revise and evaluate

This plan represents a continual safety process. Stakeholders at our school will continue to evaluate the progress and impact of the listed goals while, at the same time, starting the systematic planning process over again at the beginning of the next school year.

**Safety is a process!!**



## COMPREHENSIVE SCHOOL SAFETY PLAN

### **SECTION TWO**

This section contains the required and recommended safety policies and procedures found in State law.