

SAN DIEGO CITY SCHOOLS  
**Comprehensive Safety School Plan Criteria**

**Criterion 1: Assessment of current status of school crime and site response to school crime data**

This means that, after you receive the data from the California Safe Schools Assessment (CSSA) regarding your site, it is your responsibility to review it, analyze the information, and develop a response that details how your school community will improve on the current year's conditions. Identify appropriate strategies and programs to provide or maintain a high level of school safety, and address procedures for complying with existing school safety laws.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

**Criterion 2: Child abuse reporting procedures**

This procedure is outlined in Administrative Procedure 6370. You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. The plan must describe how you in-service both staff and students on how to improve these procedures.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

**Criterion 3: Disaster procedures, routine, and emergency**

Every school in the district presently has a disaster preparedness plan. In order to meet this criterion, you need to review your existing plan, make sure that it is current, and addresses all possible disaster procedures. Your plan should include details as to where bells, buzzers, radios, and all utility shutoffs (e.g., gas, water, electric, alarms, cable television, and telephones) are located and how they are operated. Your plan should also include information about your drill schedule, a sweep of rooms, location of the master key, and assigned duties during an emergency.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

**Criterion 4: Policies and acts related to suspension, expulsion, or mandatory expulsion**

This mandate is outlined in Administrative Procedures 6290 and 6295, and "Report on Suspension" form, Stock Item 22-R-2220. Refer to these documents and incorporate appropriate information into your plan. Your plan must include details on how staff and community are in-serviced on these procedures.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

**Criterion 5: Notification to teachers of dangerous students**

To meet this mandate, refer to Administrative Procedure 4613 and incorporate appropriate information. Site administrators are obligated to tell staff about students considered dangerous or troublesome, but it is important that the students' rights be respected as well.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

**Criterion 6: A sexual harassment policy**

A districtwide sexual harassment policy is outlined in Administrative Procedures 0112 and 6290. You can incorporate this policy in its entirety into your plan. Your plan must also include information on how staff is in-serviced on this policy, including any drills.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

### **Criterion 7: The provisions of any schoolwide dress code**

Referring to Administrative Procedure 6270 and Board Education Policy H-6050 can address this mandate. Be sure to incorporate into your plan the language that addresses the wearing of gang attire, including the fact that the wearing of gang attire is NOT protected under the first amendment. Your plan must also include information on how staff is in-serviced on this policy, including drills to determine if people know what you can and cannot require.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

### **Criterion 8: Procedures to ensure safety of students, staff, and parents/guardians while going to and from school**

In order to meet this criterion, refer to district's emergency procedures and Administrative Bulletin 15. You should Refer to current site maps and verify the safe and proper avenues of travel for students, staff, and parents. Your plan should include information on what you do in case an accident, fire, earthquake, or other emergency affects these routes.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

### **Criterion 9: Safe and orderly school environment**

This deals with not only creating a safe school environment, but also an effective discipline policy that maintains that environment. Refer to Administrative Procedure 6270 and incorporate these policies.

Your plan must also include details about how you share these procedures with your school community—not just with your students, staff, and parent/guardian, but also with local fire and law enforcement authorities. Your plan should also include details on what you are doing to improve communications, both with the partners in your school community and between on-campus organizations or groups of students, including gangs.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*

### **Criterion 10: Safe School Planning Committee formation**

The law outlines who has to be on your committee, generally your site governance team, or a specially designated school safety committee. Their work in developing your plan must involve the consultation of a law enforcement representative. This can be done with our district's own police department. One of our lieutenants will review your Safe School Plan for compliance once it is submitted to School Police Services.

Before the final plan is submitted to School Police Services, however, you are required to hold a public meeting, such as a PTA or other function, and provide an opportunity for members of the public to share an opinion of the plan. Your plan must include a list of people on your school safety committee, their role, and evidence that all members participated in developing your plan.

*Please discuss with your committee how your school is meeting this criterion and determine if your prior Safe School Plan needs revision.*