

Da Vinci Schools

Policy and Procedures

COMPREHENSIVE SCHOOL SAFETY PLAN

The Board of Trustees recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Board is fully committed to ensuring that each school, through a systematic planning process, develops strategies aimed at the prevention of, and education about, potential incidents involving crime and violence in order to maximize school safety and create a positive learning and working environment.

Each school shall develop a comprehensive school safety plan (CSSP) relevant to its needs, and taking into account its staffing, available resource, building design, and any other unique factors. Each school's CSSP shall be reviewed and updated by March 1 of each year and forwarded to the Board for approval. (Education Code 47605, 47605.6)

The Board shall review the CSSPs to support compliance with state law and Board policy, and shall approve the plans at a regularly scheduled meeting.

By October 15 of each year, the Chief Executive Officer or designee shall notify the California Department of Education of any schools that have not complied with the requirement to develop a CSSP. (Education Code 32288)

Development and Review of the CSSP

The school site council, in consultation with the local law enforcement agency, fire department, and other first responders, shall be responsible for the writing and development of the CSSP. When practical, the school site council shall also consult with other school site councils and safety committees. (Education Code 32281, 32282)

The school site council may delegate its responsibilities to a school safety planning committee made up of the following members:

1. The principal or designee
2. One teacher
3. One classified employee
4. One parent/guardian whose child attends the school
5. Other members, if desired

Before adopting the CSSP, the school site council or school safety planning committee shall hold a public meeting at the school in order to allow members of the public the opportunity to express an opinion about the plan. The Chief Executive Officer or designee shall establish a list of persons and entities that must be notified in writing of the public meeting. (Education Code 32288)

Content of the CSSP

Each CSSP shall include an assessment of the current status of school crime committed on campus and at school-related functions. The assessment may include, but not be limited to, reports of crime, suspension and expulsion rates, and surveys of students, parents/guardians, and staff regarding their perceptions of school safety. (Education Code 32282)

The CSSP shall also identify appropriate strategies and programs that will provide or maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety, which shall include the development of all of the following: (Education Code 32282, 47605, 47605.6)

1. Child abuse reporting procedures consistent with sections 11164-11174.3 of the Penal Code
2. Routine and disaster procedures including, but not limited to:
 - a. Adaptations for students with disabilities in accordance with the federal Americans with Disabilities Act
 - b. Earthquake emergency procedure system that includes, but is not limited to, all of the following:
 - i. A school building disaster plan, ready for implementation at any time
 - ii. A drop procedure, of which practice shall be held at least once each school quarter in elementary schools and at least once a semester in secondary schools
 - iii. Protective measures to be taken before, during, and following an earthquake
 - iv. A program to ensure that students and staff are aware of, and properly trained in, the earthquake emergency procedure system
 - c. A procedure to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare
3. Policies for students who commit acts that would lead to suspension, expulsion or mandatory expulsion recommendations
4. Procedures to notify teachers of dangerous students pursuant to section 49079 of the Education Code
5. A discrimination and harassment policy consistent with the prohibition against discrimination pursuant to sections 200-262.4 of the Education Code

6. If the school has adopted a dress code prohibiting students from wearing “gang-related apparel” pursuant to section 35183 of the Education Code, the provisions of that dress code and the definition of “gang-related apparel”
7. Procedures for safe ingress and egress of students, parents/guardians, and employees to and from school
8. A safe and orderly school environment conducive to learning
9. Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on campus and at school-related functions

Among the strategies for providing a safe and secure learning and working environment, the CSSP may also include:

1. Curriculum that emphasizes prevention and alternatives to violence
2. Assessment of the school’s physical environment, including a risk management analysis and development of ground security measures such as procedures for closing campuses to outsiders, installing surveillance systems, securing the campus perimeter, protecting buildings against vandalism, and providing for a law enforcement presence on campus
3. Procedures to implement when a person interferes with or disrupts a school activity, remains on campus after having been asked to leave, or creates a disruption with the intent to threaten the immediate physical safety of students or staff
4. Guidelines for the roles and responsibilities of mental health professionals, community intervention professionals, school counselors, school resource officers, and police officers on campus
5. Policies and procedures aimed at the prevention of bullying and cyberbullying
6. Strategies for suicide prevention and intervention
7. Crisis prevention and intervention strategies, which may include the following:
 - a. Identification of possible crises that may occur, determination of necessary tasks that need to be addressed, and development of procedures relative to each crisis, including the involvement of law enforcement and other public safety agencies as appropriate
 - b. Threat assessment strategies to determine the credibility and seriousness of a threat and provide appropriate interventions for the potential offender(s)
 - c. Assignment of staff members responsible for each identified task and procedure
 - d. Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for students and staff to practice the evacuation plan

- e. Coordination of communication to schools, Board members, parents/guardians, and the media
 - f. Development of a method for the reporting of violent incidents
 - g. Development of follow-up procedures that may be required after a crisis has occurred, such as counseling
8. Environmental safety strategies, including, but not limited to, procedures for preventing and mitigating exposure to toxic pesticides, lead, asbestos, vehicle emissions, and other hazardous substances and contaminants

Tactical Response Plan

Any portion of a CSSP that addresses tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to be taken to safeguard students and staff, secure the affected school premises, and apprehend the criminal perpetrator(s), shall be developed by the Chief Executive Officer or designee. In developing such strategies, the Chief Executive Officer or designee shall consult with administrators from each Da Vinci Schools and law enforcement officials.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

Access to the CSSP

The Chief Executive Officer or designee shall share each school's CSSP and any updates with the local law enforcement agency, fire department, and other first responder entities. (Education Code 32281)

The principal of each school shall ensure that an updated copy of the CSSP, that does not include tactical responses to criminal incidents, is readily available for inspection by the public. (Education Code 32282)

Legal Reference:

EDUCATION CODE

- 200-262.4 Prohibition of discrimination
- 32260-32262 Interagency School Safety Demonstration Act of 1985
- 32270 School safety cadre
- 32280-32289 School safety plans
- 32290 Safety devices
- 35147 School site councils and advisory committees
- 35183 School dress code; uniforms
- 35291 Rules
- 35291.5 School-adopted discipline rules

41020 Annual audits
47605 Establishment of charter schools within a school district
47605.6 Establishment of county-wide charter school
48900-48927 Suspension and expulsion
48950 Speech and other communication
49079 Notification to teacher; student act constituting grounds for suspension or expulsion
67381 Violent crime

GOVERNMENT CODE

54957 Closed session meetings for threats to security

PENAL CODE

422.55 Definition of hate crime
626.8 Disruptions
11164-11174.3 Child Abuse and Neglect Reporting Act

Adopted: February 20, 2019