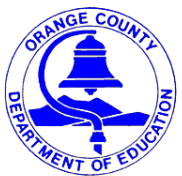


Safe School Series

Orange County Department of Education

How to Write a Safe School Plan



WILLIAM M. HABERMEHL
County Superintendent of Schools

Sponsored by the Orange County Department of Education

Crisis Response Network of Orange County

2005



Course of Study

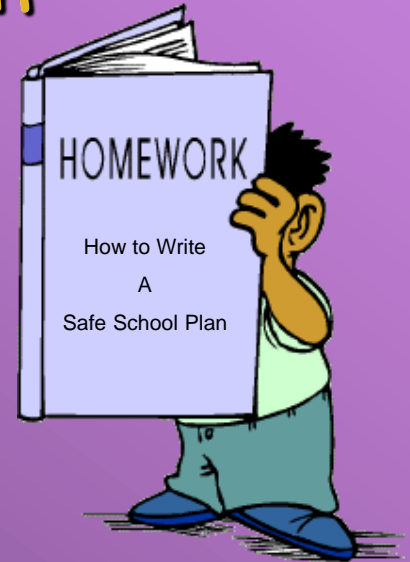
BE PREPARED!

Legal Mandates

Seven-Step Process

Developing an Action Plan

Reporting Procedures



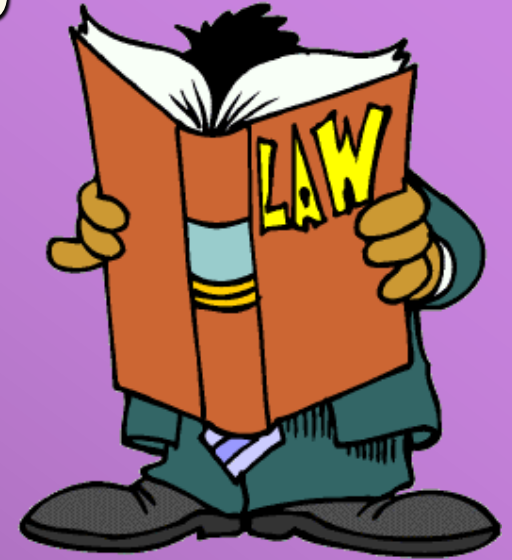


BE PREPARED!

Legal Mandates

- California Ed. Code Sec. 32280
SB 187 (Hughes)

Schools shall have a Comprehensive School Safety Plan.
Plan shall be reviewed annually and submitted for review.



- Comprehensive School Safety Plan
Ed.Code-35294.1 School Site Council
Ed.Code-35294.2 Should include...(items listed p. 2)



Seven-Step Planning Process

BE PREPARED!

Analyze
data

Set goals for
the year

Select
strategies to
achieve goals

Vision
Statement

Committee
members

Communicat
e plan
publicly

Evaluate
the plan





Seven-Step Planning Process Committee Members

(page 7)

BE PREPARED!

Teachers
Support Staff
Counselors
Parents
Administrators
Students
Police
Mental Health

Probation
Fire
Parks & Recreation
Chamber of Commerce
PTA
Boys & Girls Club
Clergy





Seven-Step Planning Process

Create a Vision

(page 12)

BE PREPARED!

- Convene your Safe School Committee and draft a *Vision & Mission Statement*.
- Use your *Vision & Mission* as a guideline.
- Keep language consistent with School Safety ideals.

V I S I O N



BE PREPARED!

Seven-Step Planning Process Analyzing Data

(page 16)

- California Safe School Assessment (CSSA)
- Discipline referrals
- Suspension & expulsion data
- Truancy reports
- California Healthy Kids Survey (CHKS)
- Local crime reports
- Surveys - staff/student/parents





BE PREPARED!

Seven-Step Planning Process Setting Goals

(page 19)

Component One: People and Programs

- Developmental Assets
- PAL - Conflict Resolution
- Athletics, music, school clubs
- Health class
- Character education
- Bullying prevention
- Drug & alcohol prevention



(see Sample Matrix -page 20)



BE PREPARED!

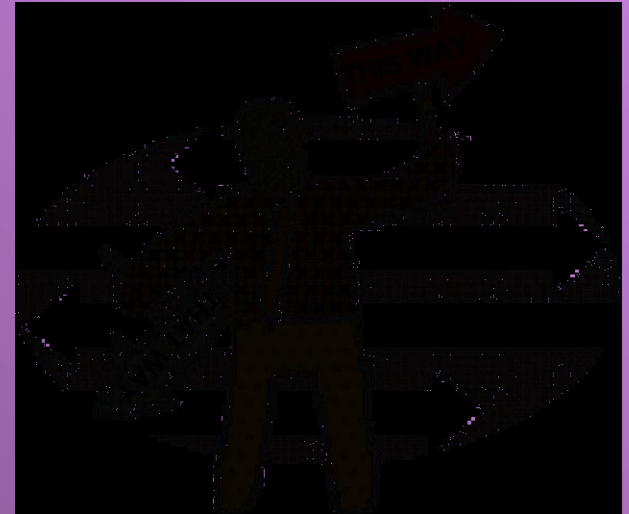
Seven-Step Planning Process

Setting Goals

Component Two: Places

- Physical plant
- Traffic patterns
- Ingress-egress
- Student & staff identifiers
- Clean and safe environment
- Appropriate restrooms
- Community impact features

(see Sample Matrix -page 21)





Implement Strategies

(page 25)

- Develop measurable objectives
- Identify activities
- Assign responsibilities
- Develop evaluation

BE PREPARED!

Example:



We will reduce student referrals to the office by 30%.

- Referral information will be managed by software program.
- All staff will participate in Classroom Management training.
- The assistant principal will be responsible for reporting progress.



Seven-Step Planning Process

Communicate the Plan

(page 45)

Identify public forum:

- School Site Council
- PTA/PTO
- School Board
- Safety Committee
- Back to School Night
- Special Session

BE PREPARED!





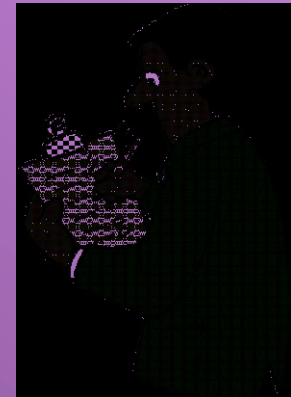
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Seven-Step Planning Process

Evaluate the Plan

(page 47)

- Ed.Code 35294.6 - March 1st each year
 - \$2000 fine may be levied against superintendent.
- Approved by district or county office.
- How will you evaluate the plan?
- Who will evaluate the plan?
- State your process in writing.



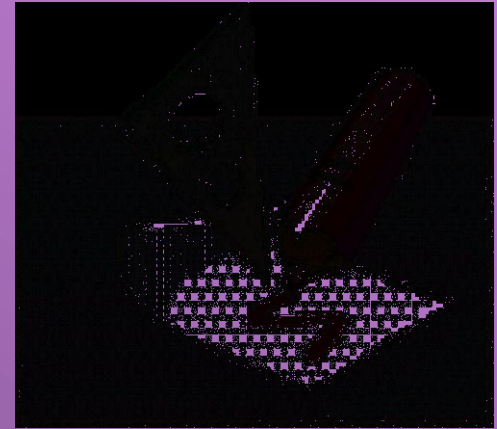


BE PREPARED!

Developing an Action Plan

Approved tool to support schools

- "Template" to draft the plan
- Simple guide for annual review
- Component One: People and Places
 - Goal
 - Objective
 - Activities
- Component Two: Places
 - Goal
 - Objective
 - Activities





BE PREPARED!

Reporting Procedures

Internal communication

- Committee members
- Staff - Students

Public communication

- Public forum
- Print materials





BE PREPARED!

Reporting Procedures

Document Accountability

- Know who to submit your plan to.
- Find out the evaluation process.
- Who keeps your plan on file?
- Decide how you will display the plan.
- Consider litigation against your plan.
- Be "active" in reviewing your plan.
- Seek outside audit of your plan.

(see pages 49-50 for outline)

