



# Huntington Beach Union High School District Board Policies and Administrative Regulations

AR 0450  
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## Philosophy-Goals-Objectives and Comprehensive Plans

### Comprehensive Safety Plan

#### Development of School Site Safety Plan

The school site council shall write and develop a comprehensive safety plan relevant to the needs and resources of that particular school. The site council or school safety and crisis response planning committee shall consult with local law enforcement in the writing and development of the plan, as well as with other school site councils and safety committees, when practical.

In addition, the school site council may consult with other local agencies as appropriate, including health care and emergency services.

The school site council may delegate the responsibility for writing and developing a school safety plan to a school safety planning committee. This committee shall be composed of the following members:

- 1) The Principal or designee
- 2) One teacher who is a representative of the recognized certificated employee organization
- 3) One parent/guardian whose child attends the school
- 4) One classified employee who is a representative of the recognized classified employee organization
- 5) Other members, if desired

Before adopting its comprehensive school safety plan, 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 and opinion about the school safety plan.

Elements of the Safety Plan

The safety plan shall include, but not be limited to:

- 1) An assessment of the current status of school crime committed on campuses and at school-related functions
- 2) 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 development of all of the following:
  - a) Child abuse reporting procedures consisting with Penal Code 11164
  - b) Routine and emergency or disaster procedures, including lockdown procedures.
  - c) Policies pursuant to Education Code 48915(c) and other school-designed serious acts which would lead to suspension, expulsion or mandatory expulsion recommendations
  - d) Procedures to notify teachers of dangerous students pursuant to Education Code 49070
  - e) A sexual harassment policy pursuant to Education Code 231.5
  - f) If the school has adopted a dress code prohibiting students from wearing "gang-related apparel," the provisions of that dress code
  - g) Procedures for safe ingress and egress of students, parents/guardians and employees to and from school
  - h) A safe and orderly environment conducive to learning at the school
  - i) The rules and procedures on school discipline adopted pursuant to Education Code 35291 and 35291.5 0450

Among the strategies for providing a safe environment, the plan may also include:

- 1) A positive school climate that promotes respect for diversity, personal and social responsibility, effective impersonal and communication skills, self-esteem, anger management and conflict resolution.
- 2) Disciplinary policies and procedures that contain prevention strategies as well as behavioral expectations and consequences for violations.

Elements of the Safety Plan (continued)

- 3) Curriculum that emphasizes prevention and alternatives to violence. This curriculum may include multicultural education, character/values education, media analysis skills, conflict resolution and community service learning.
- 4) Parent involvement strategies, including strategies to help ensure parental support and reinforcement of the school's rules and increase the number of adults on campus.
- 5) Prevention and intervention strategies related to the sale or use of drugs and alcohol which shall reflect expectations for drug-free schools and support for recovering students.
- 6) Collaborative relationships among the city, county, community agencies, local law enforcement, the judicial system and the schools that lead to the development of a set of common goals and community strategies for violence prevention instruction.
- 7) Assessment of the school's physical environment, including a risk management analysis and development of ground security measures such as procedures for the closing of campuses to outsiders, securing the campus perimeter, and protecting buildings against vandalism. In the addition, method for effective enforcement and prevention may be considered, including the presence of law enforcement on campus.
- 8) Procedures to deal with emergencies such as power and water outages.
- 9) Crisis 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) Assignment of staff members responsible for each identified task and procedure
  - c) Development of an evacuation plan based on an assessment of buildings and grounds and opportunities for student and staff to practice the evacuation plan
  - d) Coordination of communication to schools, Governing Board members, parents/guardians and the media
  - e) Development of a method for the reporting of violent incidents

Elements of the Safety Plan (continued)

- f) Development of follow-up procedures that may be required after the crisis has occurred, such as individual and group crisis intervention, including staff training on techniques for classroom crisis intervention
  - g) Staff training in violence prevention and intervention techniques, including preparation to implement the elements of the safety plan
- 10) Lockdown procedures, which include the following:
- a) Principal or designee calls 911 on landline to notify emergency services of the nature of the emergency.
  - b) An agreed upon signal which is given immediately to staff and students over the intercom to alert them to lockdown and take protective actions.
  - c) Principal or designee notifies district manager of Security and Transportation.
  - d) Principal or designee notifies Superintendent.
  - e) An agreed upon “all clear” signal which is given by the Principal or designee when situation is stabilized and the school is safe.
  - f) District and site Crisis Response Team debriefs situation.
  - g) Principal makes report to the Superintendent.
  - h) Principal provides yearly training for staff and students regarding lockdown procedures.

Evaluation of the Safety Plan

The school site council or safety planning committee shall evaluate, and amend as necessary, the safety plan at least once a year to ensure that the plan is properly implemented.

The principal or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public.

Evaluation of Crisis or Emergency Preparedness and Response

Crisis, Emergency Preparedness, and/or Lockdown Procedures.

- 1) At least annually, school administration will review the Administrative Guidelines for Crisis Intervention and Lockdown Procedures with school staff members and conduct training/s, as appropriate.
- 2) A current copy of the crisis preparedness checklist must be on file in the Superintendent's office by October 15, of each school year.
- 3) Annually, each school site will review their crisis preparedness through a readiness check or crisis drill.

Crisis Response

- 1) Once a crisis, emergency or lockdown situation has stabilized, school administration and designated Crisis Response Team leader will make efforts to determine facts surrounding the crisis, assess degree of impact on the school, and begin to determine the level of response required.
- 2) The Superintendent's office must be notified immediately following a crisis or emergency that occurs at school. In case of crisis, the District Crisis Intervention Coordinator assistance may be requested.
- 3) Following a crisis, emergency or lockdown, school administration shall implement procedures for intervention as specified in the District/Site Safety Plan.

Legal Reference:

EDUCATION CODE

231.5

35291 and 35291.5

35294.1-35294.2

35294.8

49079

PENAL CODE

11164

Regulation

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