

**Marin County Office of Education
Comprehensive School Safety Plan
(((SAMPLE / Template)))**

(((((((For District use to be updated with local policies, procedures, practices))))))

2018-19

**To Be Reported
To the
Marin County Board of Education**



**Mary Jane Burke
Marin County Superintendent of Schools**

What is a safe school?

“Safe schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. They are characterized by:

- Sensitivity and respect for all individuals (including those of other cultural and ethnic backgrounds);
- An environment of nonviolence;
- Clear behavioral expectations;
- Disciplinary policies that are consistently and fairly administered;
- Students’ affiliation and bonding to the school;
- Support and recognition for positive behavior; and
- A sense of community on the school campus.

Safe schools also are characterized by proactive security procedures, established emergency response plans, timely maintenance, cleanliness, and a nice appearance of the campus and classrooms.”

*Taken from “Safe Schools: A Planning Guide for Action”
California State Department of Education*

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Comprehensive School Safety Plan Requirement, Process and Timeline 2018-19

Requirement:

SB 187: Comprehensive School Safety Plan

- ◆ School sites develop a Comprehensive School Safety Plan relevant to the needs and resources of the school district.
- ◆ Small school districts with an ADA of 2,501 units may develop a district wide Comprehensive School Safety Plan that is applicable to each school site.
- ◆ Plans must be adopted by September 1, 1998.
- ◆ Comprehensive School Safety Plans must be evaluated and amended as needed on an annual basis.
- ◆ Comprehensive School Safety Plans must be reviewed with school site staff annually.
- ◆ School sites should complete an annual update/evaluation of a Comprehensive School Safety Plan.
- ◆ School sites develop an Action Plan to remedy safety concerns identified.

Process and Timeline:

Marin County Office of Education managers will review the plan's strengths and weaknesses with their staff and community members on an annual basis. Changes and additions to the plan are to be implemented on the following timeline:

◆ **By September 28, 2018**

Program managers reviewed the School Safety Plan and received input from staff to complete the Annual Update/Evaluation Form.

◆ **By October 31, 2018**

Action Plans are developed to address any additional safety concerns described in the Annual Update/Evaluations and corrective action taken to make needed changes.

◆ **By November 30, 2018**

Implementation of any site specific needs and action plans are completed.

Plans, Procedures and Agency Board Policy to Support the Comprehensive School Safety Plan

Child Abuse Reporting Procedures

All school staff actively monitor the safety and welfare of all students. Staff understand their responsibility as childcare custodians and immediately report all cases of known and suspected child abuse. To assure that school staff have adequate training, newly hired teachers sign a statement indicating their completion of child abuse training as part of their employment requirement. School administrators, teachers, classroom assistants, and other classified school employees participate in annual training in child abuse identification and reporting procedures as a part of yearly mandated topics in-service. Written descriptions of reporting requirements and disclosure of employee confidentiality rights are also provided as part of the

training and included in all employee handbooks. Considerable effort is made to maintain the confidentiality of the student and employee in all cases of child abuse reporting.

References: Board Policy 4150 Child and Dependent Adult Abuse
Administrative Regulations and Procedures Child and Dependent Adult Abuse
Child Abuse and Dependent Adult Abuse Reporting Requirements

Disaster Procedures, Routine and Emergency

The Marin County Office of Education's Model Emergency Management Plan provides a framework for protecting students, staff, and school facilities and describes the responsibilities of staff members for a wide range of emergency and disaster situations. In the event of a widespread emergency, it is recognized that available government resources may be unable to respond to all requests for assistance. This plan assumes the common standard that a school or classroom site must be self-sufficient for 72 hours.

References: Marin County Schools Emergency Management Plan

Policies Regarding Actions Which Would Lead to Suspension and/or Expulsion

The Marin County Office of Education's Alternative Education and Special Education programs have policies in place that follow education code mandates regarding suspension and/or expulsion. The Regional Occupational Program follows the host site guidelines. These procedures ensure that school administrators, resource specialists, psychologists, Special Education and regular education, as well as other school staff, understand the laws that pertain to both regular and Special Education students. The Marin County Office of Education also participated in the development and adoption of the Marin Countywide Plan for Expelled Youth. This plan provides educational options for expelled students through a collaborative planning process. A student who has not been expelled and is in need of an educational alternative may access these programs through a district and/or county referral process.

References: Board Policy 8620 Expulsion
Administrative Regulations and Procedures Appeals from Expulsion
Marin Countywide Plan for Expelled Youth

Procedures to Notify Teachers of Dangerous Pupils

Each fall, and throughout the school year, as appropriate, and pursuant to Education Code 49079, all Marin County Office of Education Special Education staff are provided with a list of enrolled students who have, sometime within the past three years, engaged in or been reasonably suspected of having engaged in one or more activities leading to suspension or expulsion. The following procedure is used in notifying teachers:

1. Lists are provided to each teacher using a memo format. All teachers sign the memo indicating their receipt of the notification.
2. Teachers are advised that by law this information is to be received in confidence and is not to be disseminated to any other person.
3. All signed notification memos are to be returned and filed at the Marin County Office of Education.

California Education Code 48900 identifies acts that make a student eligible for suspension/expulsion. These acts include:

- Causing/threatening physical injury to another person;
- Using physical force or violence;
- Sale or possession of firearms/weapons;
- Use, sale or furnishing of controlled substances, alcohol or intoxicants;

- Possession, sale or furnishing of drug paraphilia; and
- Committing of crimes such as robbery, vandalism, extortion, or theft.

Education Code 48900.2 through 48900.7 identifies additional acts such as sexual harassment, hate violence, harassment, threats or intimidation of school personnel or pupils; and terroristic threats against school officials or school property, or both.

Ongoing throughout the school year, teachers follow guidelines described in the Behavioral Incidents Memo to assure the safety of both staff and students in dealing with behavioral incidents. Regional Occupational Program teachers receive notification through the procedures established at their host school site. Alternative Education staff is notified through the referring district's procedures.

References: Board Policy 4160 Assault by Pupil Against School Employee
Teacher Notification Memos
Behavioral Incidents Memo and Report Form
California Education Code 48900 and 48900.2 through 48900.7

Sexual and Gender-Based Harassment Policies

Sexual and/or gender-based harassment of any student or employee by another person is prohibited. The Marin County Office of Education Policy prohibits sexual and gender-based harassment of employees and students. All certificated and classified employees receive annual training to assure that the learning and working environments of the Marin County Office of Education are free from sexual and gender-based harassment. Copies of the sexual and gender-based harassment policies are included in all employee handbooks. Students are directed to immediately report incidents of sexual or gender-based harassment to a teacher or program administrator. All reports are thoroughly investigated in a timely manner. A school administrator will determine an appropriate course of action for each complaint.

Actions may include the following:

1. Student counseling and education, when appropriate.
2. Parent notification, when appropriate.
3. A report to the police or Child Protective Services, as appropriate or required by law.
4. Student disciplinary actions may include suspension, placing on a behavior contract, other appropriate means of corrections, or a recommendation for expulsion.

Employees, students, and/or their parents can use the Marin County Office of Education's Complaint Procedure to file a formal complaint of sexual or gender-based harassment. Our sexual and gender-based harassment policies inform students and parents of their right to use this process. Any student or employee who feels that he or she is being harassed may file a complaint in accordance with the procedures set forth in the Complaint Procedures described in Board Policy 4112 and 4131. Each complaint of sexual or gender based-harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

References: Board Policy 4140 Freedom from Sexual Harassment
Administrative Regulations and Procedures Freedom from Sexual Harassment
Board Policy 4141 Adult Sexual and Gender-Based Harassment (Approved 6.11.13)
Board Policy 4112 Equal Opportunity
Board Policy 4131 Complaint Concerning School Personnel
Board Policy 5205 Student Sexual and Gender-Based Harassment (Approved 6.11.13)

School-Wide Dress Code

The governing board acknowledges that students have the right to express their uniqueness and individuality by means of their dress. Restrictions on freedom of student dress will be imposed whenever the mode of dress in question is:

1. Unsafe either for the student or those around the student.
2. Disruptive of school operations and the education process in general.
3. Contrary to law.

References: Braun Day Treatment Program Handbook
County Community School Programs Parent/Student Handbook
County Community School Programs Behavior Contract and Search Policy
Oracle Independent Study Student Behavior Contract

Procedures for Safe Ingress and Egress of Pupils

All Marin County Office of Education operated classes provide certificated and classified staff supervision of students to ensure safety at all times during school hours. Consideration is taken to provide adequate supervision before school, at recess, lunch, and leaving school grounds, especially for severely handicapped students entering and exiting buildings and busses. Fire drill procedures at each host site are followed.

References: Fire Drill Plans/School Maps: Marindale, Marin's Community School/Phoenix Academy, Oracle Independent Study, Grant Grover, Magnolia Park, Braun / Gallinas Annex, College of Marin/Indian Valley Programs and Walker Creek Ranch

Rules and Procedures on School Discipline

Marin County Office of Education students are expected to follow school rules and procedures as outlined by the host school where their class is located and/or as determined by each specific program. These rules and procedures are designed to encourage appropriate behavior to maximize student learning and social development. Behavior modification strategies are the most appropriate techniques to use in the infant and preschool programs. Regional Occupational Program classes follow the school rules and discipline procedures outlined by the host site.

References: Board Policy 5203 Hate Motivated Behavior Prevention
Braun Day Treatment Program Handbook
Marin's Community School Programs Parent/Student Handbook
Marin's Community School Programs Behavior Contract and Search Policy
Oracle Independent Study Student Behavior Contract

Marin County Office of Education Programs and Designated School Sites

The Marin County Office of Education exists to provide leadership and service as a community asset that earns and enjoys the respect and support of our students, parents and community taxpayers. The Marin County Office of Education specializes in meeting the needs of local educators and students. In addition to offering a wide variety of services to meet the diversified needs of the county's school districts, the office also works closely with community groups and other educational agencies. The Marin County Office of Education also coordinates and manages the following student programs:

Alternative Education

Alternative Education includes several programs serving the high-risk adolescent populations and incarcerated adults. The juvenile programs may serve up to 400 students a year and include Marin's Community School, Oracle Independent Study Program, Loma Alta School/Juvenile Hall, and Phoenix Academy, our charter school serving students who have made a commitment to sobriety.

Designated School Sites: Marin's Community School / Phoenix Academy
Loma Alta / Juvenile Hall
Oracle Independent Study

Regional Occupational Program

The Regional Occupational Program provides career and vocational training to enable students to succeed in a complex, rapidly changing, global economy. The Regional Occupational Program serves high school students and adults with programs ranging from automotive repair to video production. Courses focus on real-world applications of skills and are designed in collaboration with the business community to insure that students are prepared for local employment opportunities.

Designated School Sites: Business Office Technology
Marin County Office of Education Regional Occupational
Program Media Center

Special Education

Special Education meets the individual needs of students as required by federal law. The scope of service includes operating programs at 40 school sites within 19 districts for approximately 1,300 students, birth through 22 years of age. Specialists in areas such as visual impairment, psychology, hearing impairment, speech and language, and occupational therapy work with students who have all levels of disabilities and specialized needs.

Designated School Sites: Compass Academy
College of Marin / Indian Valley Programs
Grant Grover
Magnolia Park
Marindale / Santa Margarita

Walker Creek Ranch

Walker Creek Ranch operates the Outdoor Education School and the Walker Creek Ranch Conference Center. The school program annually serves approximately 6,500 elementary and high school students from about 100 schools and 11 counties around the Bay Area and beyond. The Conference Center is available on weekends and over the summer to churches, organizations, non-profit schools, government agencies and businesses. Over 100 retreats or conferences take place at Walker Creek Ranch annually, serving over 5,000 guests.

Designated School Site: Marin County Outdoor School

Form

Attachment 1: Annual Update/Evaluation Form

SAMPLE

Marin County Office of Education
Comprehensive School Safety Plan

2018-19 Annual Update/Evaluation

School Site: _____

1. Describe the changes needed to the implementation of the plan to enhance school safety.

2. Describe any support needed from MCOE to further implement school safety at your site(s).

3. List any specific modifications to the school safety plan needed for your site in any of the following areas:

- a. *Child Abuse Reporting Procedures*
- b. *Disaster Procedures*
- c. *Policies/Actions Leading to Suspension and/or Expulsion*
- d. *Procedures to Notify Teachers of Dangerous Pupils*
- e. *Sexual Harassment Policy*
- f. *School-wide Dress Code*
- g. *Procedures for Safe Ingress and Egress of Pupils*
- h. *Rules and Procedures on School Discipline*

Verification Form

On _____ I met with my staff(s), reviewed the components of the
Date
Marin County Office of Education School Comprehensive Safety Plan and updated the school safety plan binder with any policies and procedures specific to the programs I supervise.

| | |
|------------|-----------|
| Print Name | Signature |
| Date | Title |

Please complete and return this form by September 28, 2018.

