



# LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

**TITLE:** Safe School Plan, Volume 1 - Prevention Programs

**NUMBER:** REF-729

**ISSUER:** Angelo J. Bellomo, Director  
Office of Environmental Health and Safety

**DATE:** December 22, 2003

**ROUTING**

Local District  
Superintendents

Local District  
Operations  
Coordinators

Principals  
School Safety  
Committees

**PURPOSE:** California public schools are required to comply with California Education Code (CEC), Section 35294, dealing with the preparation of “safe school plans.” Each school is required to prepare such a plan to address violence prevention, emergency preparation, traffic safety and crisis intervention. The *Model Safe School Plan (SSP)* has been developed for use as a template in preparing and annually updating safe school plans. The purpose of the template is to standardize safe school plans throughout the District and minimize the time required for annual updates. The SSP is comprised of two volumes: *Volume 1 – Prevention Programs* and *Volume 2 – Emergency Procedures*.

The purpose of this Reference Guide is to provide guidance to Site Administrators on the preparation and annually updating of *Volume 1 – Prevention Programs*.

**MAJOR CHANGES:** This Reference Guide and Bulletin No. BUL-451 replaces *Bulletin N-53 – Updating the Integrated Safe School Plan (January 3, 2003)* and *Bulletin 58 – Essential Safety Checklist (May 5, 2000)*.

**INSTRUCTIONS:** Beginning in January 2004, Site Administrators are to download the *Model Safe School Plan, Volume 1 – Prevention Programs* from <http://www.laschools.org/oehs> and complete items indicated in *Chapter 2.4, Essential Checklist Certification*, and summarized below:

- Chapter 2 – Section 2.2 Assessment of Data – Based on an analysis from school data (Volume 1, Page 2-1), discuss current trends and areas requiring attention and/or desired change (Volume 1, Page 2-2). [Note: 1 or 2 paragraphs]
- Chapter 2 – Section 2.3 Integrated Safe School Plan Components – Develop a minimum of 2 goals for each of the following components:
  1. People and Programs (Sections 2.3.1 and 2.3.2)
  2. Physical Environment (Sections 2.3.3 and 2.3.4)



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- Integrated Safe School Plan Certification (Page 2-6) – The Site Administrator is required to secure appropriate signatures certifying that the document was developed and approved using a collaborative process, and that the document complies with the “Essential Safety Checklist” in each section of the plan. Required signatures are from the Principal/Designee, UTLA Chapter Chair, Classified Representative, Parent Representative (of an attending student), Law Enforcement Officer, and Student (Secondary) Representative.
- Copies of public meeting announcement, agenda, and sign-in sheet(s).

The above information should be submitted to the Local District Office by March 1 of every school year.

### **RELATED RESOURCES:**

The *Model Safe School Plan, Volume 2 – Emergency Procedures* may be downloaded from <http://www.laschools.org/oehs>.

### **ASSISTANCE:**

For assistance in preparing the *Model Safe School Plan, Volume 1 – Prevention Programs*, please contact your Local District Operations Coordinator. Other inquiries related to this Reference Guide may be directed to the Office of Environmental Health and Safety at (213) 241-3199.