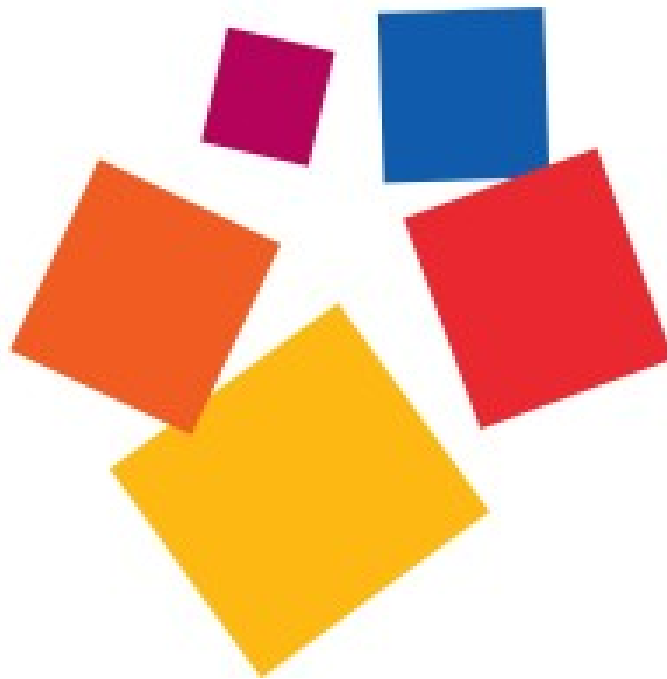


California School of the Arts - San Gabriel Valley

Comprehensive School Safety Plan



CDS Code: 19 64469 0134858

Charter Authorizer: Duarte Unified School District

Address: 1401 Highland Ave

Duarte, CA 91010

Date of Adoption: February 24, 2025

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Preface

The Comprehensive School Safety Plan is designed to be utilized as a school resource for prevention/mitigation, preparedness, response and recovery planning and training as well as functioning as a template for meeting the requirements for the annual Safety Plan Process under SB 187 and the National Incident Management System. It is designed to be an electronic or hard-copy Safety Plan.

This plan is also designed as a living document to be updated as necessary to meet school community needs, forms, or requirements.

It is NOT intended to be a “grab and go” guide in an actual emergency.

School Safety Planning Process

California Education Code requires every kindergarten through grade twelve school, public and public charter, including community and court schools, to develop and maintain a CSSP designed to address campus risks, prepare for emergencies, and create a safe, secure learning environment for students and school personnel. In a school district with fewer than 2,501 units of average daily attendance, there may be one CSSP for all schools within the district.

The law requires designated stakeholders to annually engage in a systematic planning process to develop strategies and policies to prevent and respond to potential incidents involving emergencies, natural and other disasters, hate crimes, violence, active assailants/intruders, bullying and cyberbullying, discrimination and harassment, child abuse and neglect, discipline, suspension and expulsion, and other safety aspects.

Compliance Tool for a Comprehensive School Safety Plan

**California Education Code sections 32280–32289.5
Required and Recommended Components for a Comprehensive School Safety Plan
Includes Information on AB 452 and SB 906 California Education Code 49390-49395**

Note: This tool was designed by the California Department of Education and used by the CSArts-SGV School Safety Committee in developing and updating its Comprehensive School Safety Plan (CSSP). While the use of this tool is optional, it does contain important required legislation that each school, school district, and county office of education (COE) is responsible for. LEAs must comply with required sections of California Education Code sections 32280–32289.5 and sections 49390-49395.

Section 32280

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
It is the intent of the Legislature that all school staff be trained on the CSSP	Occurs every August	Safety training is provided to all staff via presentations, video tutorials, mandated trainings, etc.

Section 32281

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc. Include planning committee roster)

<p>(b) (1) Plan is written and developed by a school site council (SSC) (2) The SSC may delegate this responsibility to a safety planning committee made up of the principal/designee, a teacher, a parent of child who attends the school, a classified employee, and others, if desired</p>	<p>Safety Committee meets monthly throughout each school year</p>	<p>Nicole Read, Principal of Academics Leon Metoyer, Assistant Principal Sean Kerr, Assistant Principal Ann Kang, Learning Specialist Maureen Davis, School Psychologist Richard Hirsch, Parent Sandra Salgado, LVN Michael Turf, Teacher Jake Read, Teacher Jean Near-Ansari, Registrar Debbie Peurrung, Property Manager Students Melany Peralta, Darren Hsu, and Julia Trinh</p>
<p>(b) (3) SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP. The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities (b)(4) In the absence of a school site council, the members specified in paragraph (2) shall serve as the school safety planning committee.</p>	<p>SRO routinely consulted and reviews plan</p>	<p>Art Valenzuela, LASD Scott Tolcher, Fire Inspector Daniel D’Angelo, Red Cross</p>

Section 32282

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) CSSP includes, but is not limited to the following:	n/a	n/a

<p>(1) An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included:</p> <ul style="list-style-type: none"> ● Office Referrals ● Attendance rates/School Attendance Review Board ● Suspension/Expulsion data ● California Healthy Kids Survey ● School Improvement Plan ● Local law enforcement juvenile crime data ● Property Damage data 	<p>11/5/2024 Met to review results of data mining and CHKS results</p>	<p>Date was shared in committee meetings for both safety and LCAP. Keep findings:</p> <ul style="list-style-type: none"> ● Drug use on campus increased slightly - likely due to installation of vape sensors ● Sale of controlled substances dropped ● Harassment/Bullying increased 3X over ● Possession of weapon increased - all to do with knives or exacto knives
<p>(2) Appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:</p>	<p>Reviewed and updated every summer</p>	<p>Additional items to consider:</p> <p>Multi-Disciplinary Threat Assessment Teams</p>
<p>(A) Child Abuse Reporting procedures consistent with Article 2.5 (commencing with Section 11164) of Chapter 2 of Title 1 of Part 4 of the Penal Code.</p>	<p>Redistributed every August and available online at all times</p>	<p>Employee Handbook Policy: Child Abuse Reporting Policy</p>
<p>(B)(i) Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:</p>	<p>Reviewed every summer and updated with help throughout the year from Safety Committee</p>	<p>Use the Standardized Emergency Management System as detailed in the California Emergency Services Act (Gov. Code Section 8607) and the supporting <i>California Code of Regulations</i></p>

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(I) Earthquake emergency procedure system that includes: (ia) A school building disaster plan</p> <p>Note: Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to: Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(ib) a drop procedure (whereby students and staff take cover). Drop procedure practice must be held once each quarter in elementary and once each semester in secondary schools</p> <p>(ic) protective measures to be taken before, during, and after an earthquake</p> <p>(id) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p> <p>(II) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>Reviewed and adopted by the Board every summer</p>	<p>Emergency Manual</p>
<p>(II) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>In process</p>	<p>n/a</p>
<p>(C) Suspension/Expulsion policies and procedures</p>	<p>Student Parent Handbook is reviewed annually and</p>	<p>Student Parent Handbook Policy: Suspension, Involuntary Removal, and Expulsion Policy</p>

	changes made.	
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Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(D) Procedures to notify teachers of dangerous pupils pursuant to Education Code 49079.	Employees are notified annually and the information for how to access the SSA data is available on the Teacher Resource Site at all times.	<p>From Teacher Resource Site:</p> <ol style="list-style-type: none"> 1. With the checkboxes on the right, click the box next to "Add fields to the printout" 2. In the dropdown menu that appears, choose "U6-User 6" - this will give you IEP/504 data 3. In the second dropdown menu that appears, choose "SD-SSA Date" - this will give you a date of suspension for any student that has been suspended within three years, except for those with tobacco violation, per the Safe Schools Act guidelines
(E) Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	There are several Board policies that are evergreen and posted to our website, as well as policies listed in the Student Parent Handbook, which is updated annually	<p>Non-Discrimination Policy Board of Trustees Policy: Non-Discrimination Policy</p> <p>Sexual Harassment Policy Board of Trustees Policy: Sexual Harassment Policy</p> <p>Title IX Policy Board of Trustees Policy: Title IX Policy</p> <p>Uniform Complaint Procedures Board of Trustees Policy: Uniform Complaint Policy and Procedures</p>

<p>(F) If a Schoolwide Dress Code exists, include prohibition of gang-related apparel</p>	<p>Reviewed during Safety Committee 10/1/2024; updated annually in Student Parent Handbook</p>	<p>Student Parent Handbook: Dress Code</p>
<p>(G) Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site</p>	<p>Reviewed during Safety Committee; Maps updated in Emergency Manual</p>	<p>Maps Campus Safety, Security, Access, Closed Campus Policy, Metro Safety Resources in the Student Parent Handbook</p>
<p>(H) Maintain a safe and orderly environment conducive to learning at the school</p>	<p>Student Parent Handbook is reviewed annually and changes made.</p>	<p>Student Parent Handbook</p>
<p>(I) Rules and procedures on school discipline are established</p>	<p>Student Parent Handbook is reviewed annually and changes made. Data is reviewed and assessed in Operations Committee, LCAP Committee, Equity Committee, Safety Committee, and Restorative Practices Committee - recommendations given to the admin team.</p>	<p>Student Parent Handbook</p>

<p>(J) Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community</p> <p>Note: Effective January 1, 2019, AB 1747 requires the inclusion of these procedures</p>	<p>Reviewed during Safety Committee meetings and with the support and guidance of our SRO.</p>	<p>Documented in Sheriff's tactical response plan and in our Emergency Manual</p>
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Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(K) Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity that is being conducted or threatened to be conducted at the school, at an activity sponsored by the school, or on a school bus serving the school.</p>	<p>Emergency Plan updated every summer annually</p>	<p>Emergency Manual</p>
<p>(L) For schools that serve pupils in any of grades 7 to 12, inclusive, a protocol in the event a pupil is suffering or is reasonably believed to be suffering from an opioid overdose.</p>	<p>Emergency Plan updated every summer annually; students and staff training conducted every fall</p>	<p>Emergency Manual Before Fall Drill Safety Presentation Student Overdose and Poisoning Training</p>
<p>(c) Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees</p>	<p>Assistant Principal meets quarterly with DUSD Safety Committee</p>	<p>n/a</p>
<p>(d) Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public</p>	<p>School must review, update, and adopt by March 1</p>	<p>n/a</p>

<p>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP</p>	<p>Student Parent Handbook is reviewed annually and changes made. Restorative Practices Committee meets regularly.</p>	<p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at https://www.cde.ca.gov/ls/s/se/bullyres.asp</p> <p>Student Parent Handbook</p>
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Section 32282.1

Components	Recommendation Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
<p>(a) Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> • Mental health professionals, school counselors • Community intervention professionals • School resource officers, police officers on campus <p>(b) The guidelines are encouraged to include strategies that create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<p>Outlined in both our Emergency Manual and Student Parent Handbook annually and changes made. Counselor Corner website also provides resources to students and families as does Care Solice.</p>	<p>School Counselors</p> <p>Health Office & Student Wellness</p> <p>Special Services</p> <p>Restorative Practices Specialist</p> <p>School Security</p>

Section 32284

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)

Plan may include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school	Emergency Plan updated every summer annually	Emergency Manual - toxic response
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Section 32286

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Each school review, update, and adopt its plan by March 1, every year	Adopted 2/24/25	See Education Code Section 32288 for guidance on school district or COE approval timeline

Section 32288

Components	Mandate Met (date, plan)	Comments, Suggested Details (resources, activities, etc.)
(a) Submit the plan to school district office or COE for approval	Adopted 2/24/25 Possible approval: 3/24/25	CDE recommends that the plans be approved within a month of school adoption or as soon as possible
(b)(1) Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions	Presented 2/24/25 Board Agenda	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3)
(c) Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281	Written notification to State Superintendent	Mail to: CDE--SHSO 1430 N Street Sacramento, CA 95814 Email: SHSO@cde.ca.gov

Section 49390

Components (Added by Stats. 2022, Ch. 144, Sec. 1. (SB 906) Effective January 1, 2023.)	Mandate Met (date, plan)	Comments suggested details
In the California Education Code, Section 49390 defines the term "threat or perceived threat" as any action or writing by a student that creates a reasonable suspicion they are preparing to commit a homicidal act related to school or school activities, essentially requiring school officials to report any such threat to law enforcement immediately; it falls under "Article 8 - Threats of Homicide at School" within the code.	Emergency Plan updated every summer annually	Emergency Manual

Section 49392

Components	Mandate Met (date, plan)	Comments suggested details
Local educational agencies serving pupils in kindergarten or any of grades 1 to 12, inclusive, shall, include in the annual notification pursuant to Section 48980, to the parents or guardians of pupils in kindergarten or any of grades 1 to 12, inclusive, information related to the safe storage of firearms.	8/7/2024	Annual Notice of Safe Firearm Storage

Section 49394

Components	Date consulted with Law Enforcement	Comments Suggestions
Provide support to law enforcement in its investigation and threat assessment.	n/a	n/a

Note: This tool is designed to assist schools in developing and updating CSSPs. Use of this tool is optional. Each school, school district, and COE is responsible for compliance and familiarity with all sections and requirements of California Education Code sections 32280–32289.5 and sections 49390–49395. California Department of Education, May 2024.

School Safety Planning Committee

The school site council is responsible for developing the school site safety plan or for delegating the responsibility to a school safety planning committee. The school site council shall consult with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the comprehensive school safety plan. The comprehensive school safety plan and any updates to the plan shall be shared with the law enforcement agency, the fire department, and the other first responder entities.

The school site safety committee shall be composed of the following members: the principal or designee, one teacher who is a representative of the recognized certificated employee organization; one parent/guardian whose child attends the school; one classified employee who is a representative of the recognized classified employee organization; other members if desired.

In the absence of a school site council, the members specified in paragraph (2) shall serve as the school safety planning committee.

The following is a list of CSArts-SGV's School Safety Committee members for the 2024-2025 school year:

Nicole Read - Principal of Academics
Leon Metoyer - Assistant Principal
Sean Kerr - Assistant Principal
Ann Kang - Learning Specialist
Maureen Davis - School Psychologist
Sandra Salgado - LVN
Michael Turf - Teacher
Jake Read - Teacher
Richard Hirsch - Parent
Melany Peralta - Student
Darren Hsu - Student
Julia Trinh - Student

EdCode 32280 (b)(1)
EdCode 32280 (b)(2)
EdCode 32280 (b)(4)

Annual Safety Goals

The School Safety Committee met to review data as described in the assessment tool. This year, they considered the California Healthy Kids Survey results as well as data on crime, the school’s tactical response to emergencies, lockdown procedures, disaster plans, reunification plans, anti-bullying initiatives, discipline data, toxic waste impact, visitors on campus, safe ingress/egress, anti-harassment procedures and policies, dress code, child abuse reporting procedures, and other existing resources.

Based on data analysis, the School Safety Committee identified two safety-related goals for the next school year as well as the strategies and/or programs that will be used to meet those goals. The first goal is focused on **“people”** and is “relevant to the needs and resources of that particular school” (Ed Code 32281(b)(1)). This goal pertains to the school’s social climate. The second goal is a **“place”** related goal and is “relevant to the needs and resources of that particular school” (Ed Code 32281(b)(1)). These goals pertain to the physical school grounds, considering assets and challenges. Based on our assessment, achieving these goals should assist in improving the overall safety of students, staff, and visitors on our campus.

Goal 1 - **“People”**: The social climate, people, and programs.

Improve training and education around identifying, intervening, and reporting bullying behavior and harassment. In addition, continue to expand programming including drug education and mental health initiatives that support student social and emotional health.

Action Plan:

Task	Person	Due Date
Bullying Training for all Stakeholders	Nicole Read	October, 2025
Harassment & Title IX Training for all Stakeholders	Leon Metoyer	May, 2025
Increased and expanded drug education efforts	Leon Metoyer	October, 2025
No Place for Hate School	Heather Williams	September, 2025
Work with teachers and student advocates to expand mental health initiatives on campus	School Counselors and Special Services Team via Admin Team Meetings	Ongoing

Goal 2 - **“Place”**: The physical environment.

Use improved safety procedures to expand the kinds of emergency drills we practice, including reunification plans. Expand opportunities for emergency training for staff. Develop expanded plans and procedures for internet outages.

Action Plan:

Task	Person	Due Date
Expand drills to lockdown scenarios	Nicole Read	October, 2025
PSA to support training of stakeholders on reunification plans	Leon Metoyer	July, 2025
Update Emergency Manual to include plans for internet outages	Leon Metoyer	May, 2025
Expand training opportunities for staff on disaster planning and roles	Nicole Read and Admin Team in consultation with facilities and SRO	September, 2025

Mandated Policies and Procedures

EdCode 32282 (2)(A) Child Abuse Reporting

Employee Handbook Policy: [Child Abuse Reporting Policy](#)

EdCode 32282 (2)(C) Suspension and Expulsion Policies

Student Parent Handbook Policy: [Suspension, Involuntary Removal, and Expulsion Policy](#)

EdCode 32282 (2)(D) Staff Notification of Dangerous Students

Annual Teacher Notice on the [Teacher Resource Site](#):

Safe Schools Act Identification

According to California Ed Code 49079, a student's assigned teachers must be notified for a period of three years from the last infraction that the student violated the Safe Schools Act (SSA). The types of offenses teachers must be notified of include, but are not limited to:

- *Causing, attempting to cause, or making threats of physical injury.*
- *Unlawful possession of a firearm, knife, explosive or other dangerous object.*
- *Possession of controlled substances (unlawfully), alcohol, or drug paraphernalia.*

The SSA Date field in a student's Assertive Discipline file will generate on a teacher's rosters, if they select the "SD" (SSD Date) student field when running the Aeries "Print Class Rosters" report.

Teachers are also notified of infractions that occur during the school year from any student on their roster that qualifies as an SSA offense.

EdCode 32282 (2)(E) Non-Discrimination Policy

Board of Trustees Policy: [Non-Discrimination Policy](#)

EdCode 32282 (2)(E) Sexual Harassment Policy

Board of Trustees Policy: [Sexual Harassment Policy](#)

EdCode 32282 (2)(E) Title IX Policy

Board of Trustees Policy: [Title IX Policy](#)

EdCode 32282 (2)(E) Uniform Complaint Procedures

Board of Trustees Policy: [Uniform Complaint Policy and Procedures](#)

EdCode 32282 (2)(F) Dress Code

Student Parent Handbook: [Dress Code](#)

EdCode 32282 (2)(G) Procedures for Safe Ingress and Egress

Student Parent Handbook: [Campus Safety](#) (includes link to Emergency Manual with maps)

EdCode 32282 (2)(I) School Discipline

Student Parent Handbook: [Behavior](#)

EdCode 32282 (2)(L)(e) Bullying, Cyberbullying, Hate Violence Policy

Student Parent Handbook: [Bullying and Cyberbullying](#)

EdCode 32282 (2)(H)

Emergency Response Procedures

California Education Code 32282 requires a school's Comprehensive School Safety Plan to establish appropriate strategies and programs to maintain a high level of school safety, including the development of the following emergency response procedures:

- Disaster procedures, including adaptations for pupils with disabilities
- Earthquake emergency procedure systems in every public school building having an occupant capacity of 50 or more pupils or more than one classroom, which shall include, but not be limited to, all of the following:
 - A school building disaster plan
 - A drop procedure whereby each pupil and staff member takes cover under a table or desk, that shall be practiced at least once a semester in secondary schools
 - Protective measures to be taken before, during, and following an earthquake
 - A program that ensures pupils and staff are aware of, and properly trained in, the earthquake emergency procedure system
 - A program to allow a public agency to use school buildings for mass care and welfare shelters during emergencies affecting public health and welfare.
- Procedures for conducting tactical responses to criminal incidents, including active shooters or other armed assailants.
- Procedures to assess and respond to reports of any dangerous, violent, or unlawful activity.
- A protocol in the event a pupil is suffering from an opioid overdose

Schools are required to use the Standardized Emergency Management System as detailed in the California Emergency Services Act and the supporting California Code of Regulations. CSArts-SGV's Emergency Manual includes all of the emergency response procedural requirements detailed in Ed Code 32282.

[Emergency Manual](#)

EdCode 32282 (2)(B)(i)
EdCode 32282 (2)(J)
EdCode 32282 (2)(K)
EdCode 32282 (2)(L)

School Safety Training, Drills, and Education

[Drill Schedule](#)

Student Education

Student Emergency Preparedness Presentations

- [Before Fall Drill Safety Presentation](#)
- [Student Overdose and Poisoning Training](#)
- [Metro safety presentations on YouTube](#)

Student Proactive and Preventative Educational Programming

- Anti-Bullying
 - Welcome Week Assemblies
 - Peer Counseling Circles
- Health and Safety
 - Healthy Curriculum via Edmentum
 - Fetalyn Awareness presentations and visit by local sheriffs
 - Mental Health week

Parent Education

- [New Family Onboarding Series](#)
- Drug Education nights with Miles To Go

Faculty & Staff Training

- [Safety Page on Teacher Resource Site](#)
- [Safety Presentation](#)

List of Faculty and Staff Required Trainings

ANNUAL

- Mandated Reporter
- Medication Administration: Epinephrine Auto-Injectors
- Medication Administration: Glucagon
- Opioid Awareness
- Annual Notices
- Workplace Violence Prevention Plan

BI-ANNUAL

- Sexual Harassment Prevention

Required Notices

- [Annual Notice of Safe Firearm Storage](#)

Ed Code 32280

EdCode 32282 (B)(i)