



NEW
VILLAGE
GIRLS
ACADEMY

**New Village Girls Academy
Comprehensive School Safety Plan
2025– 2026**

I. PURPOSE AND SCOPE

This Comprehensive School Safety Plan (CSSP) establishes policies and procedures to ensure the safety and well-being of students, staff, and visitors. The plan complies with California Education Code §§32280–32289 and related state and federal laws.

The plan provides:

- Emergency preparedness and response procedures
- Prevention and intervention strategies
- Roles and responsibilities during crises

The school recognizes that in a major emergency, external resources may be delayed and will maintain the capacity to operate independently as needed.

II. SCHOOL SAFETY PLANNING COMMITTEE

The school maintains a Safety Planning Committee in accordance with Ed Code §32281.

Membership includes:

- Principal (or designee)
- Teacher representative
- Classified staff member
- Law enforcement representative (when feasible)

Responsibilities:

- Annual review and update of the CSSP
- Analysis of school safety data
- Evaluation of school climate
- Recommendations for safety improvements

The CSSP is:

- Reviewed annually by March 1
 - Approved at a public board meeting
 - Available to the public upon request
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III. SCHOOL CLIMATE AND SAFETY ASSESSMENT

The school conducts an annual assessment that includes:

- Incident, suspension, and expulsion data
- Attendance and chronic absenteeism

- Behavioral referrals and crisis incidents
- Stakeholder feedback

Findings are used to improve prevention, intervention, and student supports.

IV. SAFE AND ORDERLY SCHOOL ENVIRONMENT

The school maintains a safe learning environment through:

- Clear behavior expectations and restorative practices
- Staff training and employee handbook distribution
- Posted classroom rules and procedures
- Emergency kits and updated class rosters in all classrooms

Campus Policies

Smoke-Free Campus:

Smoking, vaping, and related products are prohibited.

Visitor Policy:

- Single point of entry during school hours
 - Sign-in/sign-out required
 - Identification required for service providers
 - Staff must direct all unidentified individuals to the office
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V. NONDISCRIMINATION AND SCHOOL CLIMATE

The school prohibits discrimination, harassment, bullying, and hate-motivated behavior based on protected characteristics, including immigration status.

All incidents are:

- Promptly investigated
 - Addressed using restorative and disciplinary practices
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VI. CHILD ABUSE REPORTING

All employees are mandated reporters (Penal Code §11164–11174.3).

Requirements:

- Immediate report to CPS by phone
- Written report within 36 hours

Annual training is provided. Failure to report is a criminal offense.

VII. IMMIGRATION ENFORCEMENT POLICY

The school complies with Ed Code §234.7 and CA Attorney General guidance.

Key Provisions:

- No collection of immigration status unless required by law
- No campus access without a judicial warrant
- Staff must refer all immigration officers to the Principal
- No release of student information without lawful order

Families will be notified of any enforcement attempts unless legally prohibited.

VIII. BEHAVIORAL THREAT ASSESSMENT (BTAM)

The school implements a Behavioral Threat Assessment and Management process.

BTAT Team includes:

- Principal/designee
- School psychologist
- Counselor
- Teacher representative

Functions:

- Assess concerning behavior
- Determine risk level
- Develop intervention plans
- Coordinate supports

This process emphasizes prevention and mental health support.

IX. EMERGENCY ORGANIZATION AND ROLES

The school uses the Incident Command System (ICS).

Key Roles:

- Incident Commander: Principal
- Operations: Admin Designees on Site
- Student Supervision: Teachers
- Medical: Academic Counselor and School Psychologist
- Logistics/Communication: Office Staff

- Facilities/Safety: Custodial Staff

All staff are disaster service workers and may be assigned duties as needed.

X. EMERGENCY RESPONSE ACTIONS

Standard emergency actions include:

- Evacuation
- Lockdown (immediate threat)
- Secure Campus (external threat)
- Shelter-in-Place
- Duck, Cover, and Hold On

Active Assailant Protocol

The school follows **Run, Hide, Fight**:

- Run: Evacuate if safe
 - Hide: Lockdown and secure space
 - Fight: Last resort
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XI. LEVELS OF EMERGENCY

- **Level 1:** Managed by school staff
- **Level 2:** Requires external assistance
- **Level 3:** Major disaster requiring extensive support

See: [Color-Coded Lockdown Overview](#)

XII. EMERGENCY PROCEDURES

The plan addresses:

- Fire
- Earthquake
- Hazardous materials
- Bomb threats
- Utility failure
- Intruder/violence
- Animal disturbance

Staff follow established response protocols and maintain accountability for all students.

XIII. COMMUNICATIONS

During emergencies:

- 911 is contacted as needed
- Internal communication via radios, runners, and PA systems
- Office maintains emergency contact records

The school coordinates with law enforcement and emergency responders.

XIV. STUDENT RELEASE AND FAMILY COMMUNICATION

Students are released only to authorized individuals listed on emergency cards.

Parents will be:

- Notified of emergencies
 - Provided updates through communication systems
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XV. SAFE INGRESS AND EGRESS

The school maintains controlled entry/exit procedures:

- Designated entry point during school hours
 - Staff supervision during arrival/dismissal
 - Visitor sign-in required
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XVI. TRAINING AND DRILLS

The school conducts:

- Fire, earthquake, and lockdown drills (minimum twice annually)
- Active assailant and shelter-in-place drills

All drills are documented and reviewed.

XVII. SUPPLIES AND EQUIPMENT

The school maintains:

- Classroom emergency kits
- First aid supplies

- Utility shut-off tools

Emergency records are secured and accessible during evacuation.

XVIII. NALOXONE (NARCAN) ADMINISTRATION

In accordance with Ed Code §49414.3:

- Trained staff may administer Naloxone
 - 911 is called immediately after administration
 - Medication is stored securely and monitored monthly
 - Records are maintained for seven years
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XIX. INSTRUCTIONAL CONTINUITY PLAN

In the event of school closure:

- Instruction continues via virtual platforms
 - Devices and internet support are provided
 - Families are notified through multiple communication methods
 - Case managers support high-need students
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XX. RECOVERY AND POST-INCIDENT RESPONSE

Following an incident, the school will:

- Provide counseling and mental health services
- Communicate with families and staff
- Conduct debriefs and improve procedures

A trauma-informed approach guides recovery efforts.

XXI. SUSPENSION AND EXPULSION

Discipline policies align with California law and the school's charter.

The school prioritizes:

- Restorative practices
 - Intervention and support
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XXII. PLAN REVIEW AND APPROVAL

This plan is:

- Reviewed annually
 - Updated as needed
 - Approved by the governing board
 - Available to the public
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XXIII. ADDITIONAL POLICIES (REFERENCE)

The following are incorporated by reference:

- Uniform Complaint Procedures
- Suicide Prevention Policy
- Bullying & Harassment Policy
- Child Abuse Reporting Policy
- Human Trafficking Policy
- Mental Health Access