

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 16, 2016

To: Principals, Division and Department Heads and Child Development Center Administrators

Subject: Updating Comprehensive School Safety Plan (CSSP) and Emergency Response Box (ERB)

Department and/or Persons Concerned: Site Administrators/Principals, School Secretaries

Due Date: September 30, 2016

Reference: Administrative Procedure 5000 – Education Code 32280-32289

Action Requested: Complete Requested Actions Online, via eTeams-Comprehensive School Safety Plan.

Brief Explanation: Amended Procedures for Updating and Submitting the Comprehensive School Safety Plan, Emergency Response Box and Modification of Deadline.

California law requires each school site to create, update, and maintain a Comprehensive School Safety Plans (CSSP). There are two annual due dates associated with every CSSP, October 1st and March 1st. These two dates (addressing different aspects of the CSSP), have become rather confusing for school site administrators/principals.

In order to streamline operations and alleviate unnecessary stress to our staff, both portions of CSSPs will now be due by Oct 1st, allowing site administrators/ principals to address these important tasks at one time during each school year.

The CSSP is comprised of two (2) parts:

- Part One: Consists of ten of eleven required CRITERIONS, including applicable District Administrative Procedures, District Emergency Procedures, and site specific procedures related to school safety.
- Part Two: Consists of the Site Emergency Response Plan (SERP), also known as “Criterion #3” in the above-mentioned Part One. The SERP should not be confused with the CSSP, for it is just one component of the 11Criteria required by law.

California Education Code 32288 requires the School Site Council to hold a public meeting at the school site as part of the overall CSSP and SERP review. This allows members of the public the opportunity to express an opinion about the CSSP. While we would like this done before Oct 1st, we understand that many SSCs do not meet before then. Please submit all CSSP and SERP documentation to School Police by Oct 1st, updating the final SSC-related information following your first SSC meeting of the 16/17 school year.

Failure to involve the public and the aforementioned persons is a violation of state law. Specific information regarding this California law can be found at: leginfo.legislature.ca.gov. Click “California Law,” at the right of the screen select “EDC” in the “Code” drop down box, enter 32288 in the “Section” box.

As a result of a recent finding of noncompliance by the California Department of Education, a “Citizen’s Request Form” was created and placed on the district website: https://www.sandiegounified.org/sites/default/files_link/district/files/school-safety/School-Safety-Plan-Meeting-Citizen-Request-Form.pdf Individuals who request to be notified of your CSSP presentation by the SSC should be instructed to download and complete the form and return it to your school site. Site administrators/principals must retain a hard copy or electronic file of all individuals who have completed and returned the citizen request form, and also keep a file of the requestor(s) who were provided written notification of the date, time and location of the CSSP presentation.

We understand that creating/reviewing/maintaining each CSSP and SERP can be a confusing and intimidating process, especially for new administrators. School Police is here to assist, even walking you through the process.

Site administrators/principals are directed to utilize the password protected electronic template located on the District’s eTeams website. The SERP portion of the CSSP should be completed and electronically submitted for review as soon as possible. There are numerous school sites within the SDUSD and it will take some time to review all SERP’s.

School Police will manually populate “Confidential” and “Public” versions of each SERP. The goal is for both SERP versions (public and private) populated and available in your school’s eTeams folder by the October 31st.

The populated versions of the SERP are “read only” documents and can be printed. School sites no longer receive annual SERP information packet with crime statistics by school mail. All necessary information has already been stored electronically with CSSP eTeams.

COMPREHENSIVE SCHOOL SAFETY PLAN (CSSP) BINDER

State law requires all school sites to have a final hard copy of their school CSSP in the administrative office, readily accessible in the event of an emergency. Furthermore, portions of the CSSP documents are to be made available for public viewing. School Police Services has created an electronic version of the CSSP in eTeams. The CSSP folder is located at the top of the list of schools in the left column, titled “1 Comprehensive School Safety Plan.” This folder contains a site administrator check-off list, table of contents, Criteria 1 thru 11, and all of the Emergency & Administrative Procedures necessary to create a complete CSSP.

It is required that all site access the CSSP folder, print all documents and create a hard copy school site CSSP binder. This binder is not intended to replace your school site Emergency Response Box (ERB), formally referred to as Crisis Response Box (CRB). Your CSSP binder should include a final hard copy of the Public SERP pursuant to Criterion #3.

District Print Shop services may be utilized to print the district's Emergency and Administrative Procedures.

Only site administrators/principals will automatically have "contributor" access to their individual eTeams site listing. Site administrators/principals can request for a one designee to be granted access to eTeams site. Site administrators/principals must send the employee's, ID number, and title, to the Safe Schools Officer Fernando Meza or Ricardo Garcia. As a contributor, the designee can view, edit and save changes made to their SERP template, and print all documents contained in the CSSP eTeams folder.

Over the next few weeks, the School Police Department's Safe Schools Officers will assist all sites in complying with state law by using the electronic template and providing guidance in updating the CSSP binders. Sites should discontinue sending hard copies of existing plans to School Police Services and should only be utilizing the electronic version of the SERP template. Site administrators/principals should also send notification via email to the Safe Schools Officers indicating CRITERIONS have also been updated. **The online format should be accessed using a PC with Microsoft Office 2003, 2007 or 2010.**

In the recent past, site administrators/principals have raised the question about the inaccessibility of current crime statistics for their respective school community. In an effort to address this issue, please visit the following public website where site administrators/principals can access crime statistics of recent crime activity in/around their school community. The website address is: <http://www.crimemapping.com>. Site administrators are encouraged to familiarize themselves with this website which provides valuable tool in your efforts to remain informed and target-harden your school site.

Further questions should be directed to the **School Police Department's, Safe Schools Unit:**

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