SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 16, 2013
To: Principals, Division and Department Heads and Child Development Center Administrators
Subject: UPDATING SITE EMERGENCY RESPONSE PLANS AND COMPREHENSIVE SCHOOL SAFETY PLANS ONLINE
Department and/or Persons Concerned: Site Administrators, School Secretaries
Due Date: October 1st of each year
Reference: Administrative Procedure 5000 – Education Code 32280-32289
Action Requested: Complete Requested Actions Online, Do Not Forward Hard Copy of Site Emergency response Plan (SERP) to School Police Services, and complete requested actions related to school site council meetings.

Each year, California law requires all schools to review and update their Comprehensive School Safety Plans (CSSP). The CSSP encompasses of two (2) parts. Part 1 of the CSSP consists of nine of ten required criterions which include applicable District Administrative Procedures, District Emergency Procedures, and site specific procedures related to school safety. Part 2 is the Site Emergency Response Plan (SERP), is also known as “Criterion #3.” The SERP should not be confused with the CSSP, for it is just one component or criteria and is simply 1/10 of the overall CSSP required by law.

California Education Code 32288 requires the School Site Council (SSC) to hold a public meeting at the school site during the review phase of the SERP and CSSP. This allows members of the public the opportunity to express an opinion about the SERP and/or the CSSP. This meeting must take place prior to March 1st of each school year. Following the SSC meeting, the site administrator will make the applicable updates to the SERP and CSSP that will take effect the following school year prior. The updates to the SERP must be submitted to School Police and APPROVED by October 1st.

The SSC may delegate this responsibility to the school safety planning committee comprised of the following members: principal or principal’s designee, one certificated teacher, one parent whose child attends the school, and one classified employee. California Education Code 32288(2)(f) further specifies that the SSC or the safety planning committee shall notify, in writing, all persons who have indicated they want to be notified of when the public meeting
will take place. 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 sandi.net website, under “Forms”. Individuals who request to be notified of your school SSC meeting should be instructed to download and complete the form and return it to your school site. Site administrators 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 SSC meeting.

In an effort to assist you with maintaining and updating your SERP, School Police Services is requesting that site administrators again utilize the password protected electronic template located on the District’s eTeams website. It is further requested that the template 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 templates. The templates will be utilized by School Police to manually populate “Confidential” and “Public” versions of the SERP. The goal is to have both SERP versions populated and available in your school eTeams folder by the October 31st. The populated versions of the SERP and their individual crime statistics are “read only” documents and can be printed. School sites will not receive the annual SERP information packet with crime statistics by school mail. All needed information has been stored electronically within eTeams.

As stated earlier, state law requires all school sites to have a final hard copy of their school CSSP and SERP in your administrative office and readily accessible in the event of an emergency. Furthermore, portions of the CSSP documents are to be made available for public review. 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. The folder contains a site administrator check off list, table of contents, 1 thru 10 criterion, and all of the Emergency & Administrative Procedures needed to create a complete CSSP. It is requested that all site administrators access the CSSP folder, printout all documents and create your 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 SERP pursuant to Criterion #3.

Each site administrator has been given “contributor” access to their individual eTeams site listing. As a contributor, the site administrator 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, School Police Services Safe Schools Officers will assist all sites in complying with state law by using the electronic template and providing guidance in creating 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. The online format should be accessed using a PC with Microsoft Office 2003 or 2007, or 2010.
In the recent past, site administrators have raised the question about the inaccessibility of current crime statistics for their respective school community. In an effort to address this issue, School Police is providing the following public website where administrators can access crime statistics to inform themselves and their parent groups of recent crime activity in and around their school community. The website address is: ttp://www.crimemapping.com. 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.

The following attachments will give you a detailed procedure for accessing and completing your on-line SERP template, CSSP folder, school site folder, and instructions on utilizing the public Crime Mapping website. Sites should continue to use their existing School Emergency Response Plan SERP and crime statistics until your 2013/2014 SERP versions have been populated. Further questions should be directed to School Police Services, Safe Schools Unit:

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<tr>
<th>Name</th>
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<tr>
<td>Jesus Montana</td>
<td><a href="mailto:jmontana@sandi.net">jmontana@sandi.net</a></td>
<td>(619) 725-7626</td>
<td>Middle &amp; High Schools</td>
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<tr>
<td>Ricardo Garcia</td>
<td><a href="mailto:rgarcia1@sandi.net">rgarcia1@sandi.net</a></td>
<td>(619) 725-7296</td>
<td>Area 1 &amp; 4 Schools</td>
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<tr>
<td>Fernando Meza</td>
<td><a href="mailto:jmeza@sandi.net">jmeza@sandi.net</a></td>
<td>(619) 725-7169</td>
<td>Area 2 &amp; 3 Schools</td>
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<tr>
<td>Barbara Navarette</td>
<td><a href="mailto:bnavarette@sandi.net">bnavarette@sandi.net</a></td>
<td>(619) 725-7217</td>
<td>Area 5 &amp; 6 Schools</td>
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Rueben Littlejohn  
Chief of Police

APPROVED:

Phil Stover  
Deputy Superintendent Business

PS:RL:jm

Distribution: Lists B, C, D, E, F, I, and O
Accessing eTeams

Use a PC with Microsoft Office 2003, 2007, or 2010 to access the eTeams site containing your Comprehensive School Safety Plan, Site Emergency Response Plan, and Crime Stats.

Here are the instructions:

**Step 1:** Click on the “Staff” tab

**Step 2:** Go over to the “Administrative” pull down list

**Step 3:** Click on “Comprehensive School Safety Plan”
**Step 4:** After reading the first two action lines, click on the underlined URL in action “3.”

**Step 5:** For User name enter SDCS\##### (District ID), then enter your normal password
Be sure to check the “Remember my password” box.
This is the Comprehensive School Safety Plan home page where the following folders can be found:

(1.) Site Emergency Response Plan (SERP) Template,
(2.) Comprehensive School Safety Plan Folder containing all documents needed to build a complete CSSP binder.
(3.) School site folder containing the following: confidential & public versions of SERP, SSC minutes doc, and crime statistics for the previous school year.
From the eTeams home page locate your school site from the list of schools in blue. Click on your school site. This will launch your (SERP) template.

Click on the “Edit Item” icon so that you can begin updating the information. Once you’ve scrolled down to the end of the template either press the “Submit” button if you are done editing or the “Save for later” button if you wish to continue updating later. When the template is submitted, school police will review the template, approve it and populate a Confidential and Public version of the (SERP) into your school site folder.
Accessing your populated (SERP) from the eTeams school site folder

From the eTeams home page locate your school site from the list of schools in black. Scroll down to your school site and click. This will open your school site folder containing both populated versions of the (SERP), 1 thru 10 criterion, Crime statistics and SSC meeting notes document.
As an administrator, you have been given Contributor access allowing you to edit and save each Criterion as needed for your site. You can only open, edit, and print one Criterion at a time.

**Step 1:** Go to “Tool Bar” under “View”, double click on “Web Layout”, you can then edit, save, and print each word document. PDF files are read only, but can be printed. Each blue underlined link contained in the Criterion will take you to the appropriate procedure for that Criterion.

**Step 2:** After loading each Criterion, place a check mark in the appropriate box to indicate if your site does anything different than the procedure describes. You can then type in the process that your site uses in the space provided below the question.

**Step 3:** Be sure to save your document by clicking on the save icon in the tool bar.

**Step 4:** You can now move on to the next Criterion.

**Step 5:** After completing each Criterion, you can print and retain a copy of all ten Criterion.

**Step 6:** Your School Safety Committee Meeting minutes can also be recorded and saved on this site.

**Step 7:** Your CSSP plan should be kept in your administrative office and made available for public review and site command team use.
CRIME MAPPING: The Public Website

The intent of this document is to provide a basic introductory guideline for the entry and use of this website. Once users enter the site, they are encouraged to explore the additional capabilities of the site as they become more familiar with the available options.

Website Address:  http://www.crimemapping.com/

You can view maps in either a satellite photo view or on a road map. Just enter an address or a location (Balboa Park, CA) in the ‘Search’ box to see crimes for the last week, or select a different date range (up to one year). The crimes can be compiled in a report format and shown as a graph.

Example of Results for:  4100 Normal Street, San Diego, CA
Default dates are set for the past week. Can be changed here, up to 1 year.

A detailed report of crimes can be produced by clicking on the folder icon.
Detailed Report

Crime report for 8/8/2012 - 8/14/2012
17 crimes found.
Within a 1 mile radius of 4100 Normal St, San Diego, CA, 92103

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