

ADMINISTRATIVE CIRCULAR NO. 22
Office of the Chief Operations Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 10, 2019

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, School Secretaries

Due Date: September 30, 2019

Reference: 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 Education Code 32280 requires each school site to create, update, and maintain a comprehensive School Safety Plans (CSSP).

We realize the annual CSSP process can be confusing, and the technology systems compatibility (uploading documents) can be troublesome at times.

During the month of September, School Police will offer Safety Plan (CSSP) workshops, at School Police Emergency Operations Center (EOC). Please register for a workshop through [Electronic Registrar Online \(ERO\)](#), and bring a computer. Additional School Police staff will be there to physically guide you through the process, getting you as close as possible to completing/uploading your site's CSSP.

The CSSP is comprised of two (2) parts:

- Part One: Consists of ten of twelve 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 10 Criteria required by law.

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California Education Code 32288 requires the School Site Council or School Safety Planning Committee 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. In lieu of using the School Site Council, a site *may* designate the site governance team as the School Safety Planning Committee. If the site governance team is not designated as the School Safety Planning Committee, the site governance team must be given the opportunity to provide annual input for the CSSP. (See SDEA Article 11.6)

Please submit all CSSP and SERP documentation to School Police by Oct 1st, updating the final SSC or School Safety Planning Committee-related information following your first SSC or School Safety Planning Committee meeting of the 2019/20 school year. Submit updated Criteria in a Word document, via email. Do not upload the criterion Word document to your folder in eTeams. School Police, Safe School Unit Officers, will upload the criteria for you once the criteria have been approved.

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](http://leginfo.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 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.

Site administrators 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

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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 “*CSSP Documents*.” This folder contains a site administrator check-off list, table of contents, Criteria 1 thru 12, and all of the Emergency & Administrative Procedures necessary to create a complete CSSP.

It is required that all site administrators (principals or other administrators) 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 have “contributor” access to their individual eTeams site listing.

In the recent past, site administrators have raised the question about the inaccessibility of current crime statistics for their respective school community. To address this issue, please visit the following public website where administrators can access crime statistics of recent crime activity in/around their school community. The website address is: <http://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.

Further questions should be directed to the School Police Department Safe Schools Unit:

Safe Schools Officer, David Landman, dlandman@sandi.net, or 619-371-6155

Safe School Unit Supervisor, Sergeant Ivan Picazo, ipicazo@sandi.net



Michael Marquez
Chief of Police

APPROVED:



Drew Rowlands
Chief Operations Officer