SAN DIEGO UNIFIED SCHOOL DISTRICT

| Date: | September 22, 2015 |
|---|--|
| То: | 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: | September 30, 2015 |
| 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. |
| Brief Explanation: | Amended Procedures For Updating and Submitting Site Emergency Response Plans, and the creation and maintenance of the site Comprehensive School Safety Plan binders. |

Each year, California law requires all schools to review and update their Comprehensive School Safety Plans (CSSP). The CSSP is comprised of two (2) parts. Part one encompasses the first ten of the eleven required criteria, including applicable District Administrative Procedures, District Emergency Procedures, and site specific procedures related to school safety. Part two is the Site Emergency Response Plan (SERP), also known as "Criterion #3." The SERP should not be confused with the CSSP; it is only one component of the criteria.

California Education Code 32288 requires the School Site Council (SSC) 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 CSSP. This meeting must take place prior to **March 1**st of each school year, and should be listed as the first agenda item for the meeting. 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. The updates to the SERP must be submitted to School Police and APPROVED by **October 1**st.

The SSC may delegate this responsibility to the school safety planning committee, comprised of the following members: principal or designee, one certificated teacher, one classified employee, and one parent whose child attends the school. California Education Code 32288(2)(f) further specifies that the SSC or safety planning committee shall advise, in writing, all persons indicating they want to be notified of when the public meeting will occur.

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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: <u>leginfo.legislature.ca.gov</u>. 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: <u>https://www.sandiegounified.org/sites/default/files_link/district/files/school-safety/School-Safety-Plan-Meeting-Citizen-Request-Form.pdf</u>

Individuals requesting notification of a school's SSC meeting should be instructed to download and complete the form, returning 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 is asking site administrators to utilize the password protected electronic template located on the District's eTeams website. The SERP template should be completed and electronically submitted for review as soon as possible. There are numerous school sites within our District, and it will take some time to review all SERP templates. These 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's eTeams folder by the October 31. The populated versions of the SERP are "read only" documents and can be printed. School sites no longer receive annual SERP information packets with crime statistics by school mail. All needed information has been stored electronically with CSSP eTeams.

As stated earlier, state law requires all school sites to have a final hard copy of their school CSSP and SERP (confidential) 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 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. It is titled "1 Comprehensive School Safety Plan." This folder contains a site administrator check off list, table of contents, 1 thru 11 criterions, and all of the Emergency & Administrative Procedures necessary to create a complete CSSP.

It is requested that all site administrators access the CSSP folder, print 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 Public SERP pursuant to Criterion #3.

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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 templates and providing guidance in updating the CSSP binders.

Site administrators have raised questions 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: <u>http://www.crimemapping.com</u>. Administrators are encouraged to familiarize themselves with this website, providing a valuable tool in an effort to remain informed while target-hardening the school site.

The following attachments provide detailed procedure for accessing and completing the 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 the 2015/2016 SERP versions have been populated. Further questions should be directed to **School Police Services, Safe Schools Unit:**

Ricardo García <u>rgarcia1@sandi.net</u> 619-725-7626

Fernando Mezajfmeza@sandi.netHenry, La Jola, Lincoln, Mission Bay, Morse, Point Loma, San Diego, and Serra clusters.

Barbara Navarette <u>bnavarette@sandi.net</u> Clairemont, Crawford, Hoover, Kearny, Madison, Mira Mesa, Scripps Ranch, and University City clusters.

> Rueben Littlejohn Chief of Police

APPROVED:

Drew Rowlands Chief Operations Officer

DR:RL:jh

Attachments (3)

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:

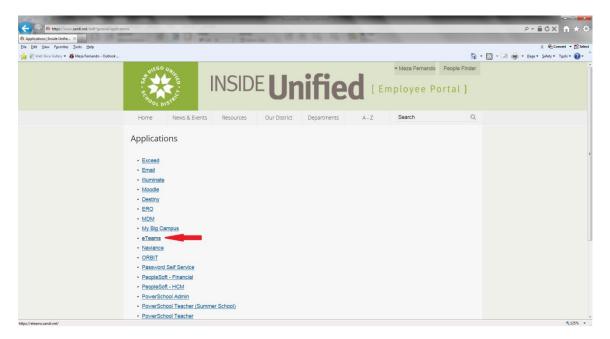
Step 1: Staff Portal



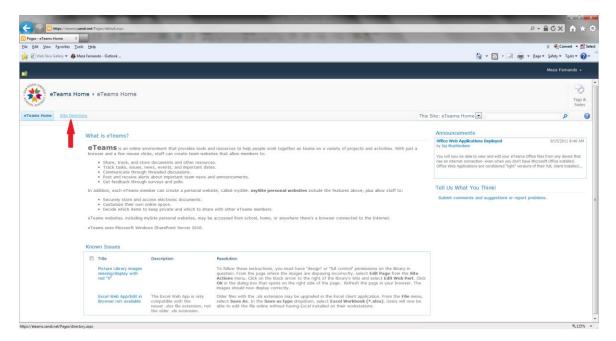
Step 2: Click the "A-Z" Tab



Step 3: Select eTeams Application



Step 4: Click the Site Directory



Step 5: Select Comprehensive School Safety Plan

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| BA Community School | | Hannon | John | Safe Schools Unit Supervisor | (619) 725-70 | | 2000 | on@sandi.net | | | Safe Schools District Emergency Procedur | | |
| nerica's Finest Charter | | Meza | Fernando | Safe Schools Officer | (619) 725-55 | | | a@sandi.net | | 1 | (Table of Contents) Comprehensive S | | |
| chool | | Navarette | Barbara | Safe Schools Officer | (619) 725-72 | 217 | bnava | arette@sandi.net | | | Safety Plan Binder | | |
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This is the Comprehensive School Safety Plan home page where the following folders can be found:

- Site Emergency Response Plan SERP, (in blue type)
- "1Comprehensive School Safety Plan" Folder:
 - Containing all documents needed to build a complete CSSP binder.
- School site library folder (in black type on the left) which contains:
 - Confidential & public versions of SERP
 - Criterion 1-11, including SSC minutes.
 - Previous year documents

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| lcott Elementary | | Hannon | John | Safe Schools Unit Supervisor | (619) 725-81 | 42 | jhani | non@sandi.net | | Safe Schools District Emergency Proce | edures | |
| merica's Finest Charter | | Meza | Fernando | Safe Schools Officer | (619) 725-55 | 61 | jfme | a@sandi.net | 1 | (Table of Contents) Comprehensive So | chool Site | |
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Attachment 2

Accessing the Online (SERP) and eTeams Library Documents

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.

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| ALBA High | 1 | Adams Elementary | AE000 | Yes | Yes | Thomas Brothers Ma | o Coordinates | |
| ALBA Middle | - | ALBA Community Day School | 0331A | Yes | Yes | Add new link | | |
| Albert Einstein Academy | | Albert Einstein Academy | 0092A | No | No | ADD DEW IIDK | | |
| Albert Einstein Middle | | Albert Einstein Middle Academy | 0305A | No | No | School Police Cor | | |
| Alcott Elementary | • | Alcott Elementary | 0004A | Yes | Yes | School Police Cor | | |
| Amen school | • | America's Finest Charter School | 0172A | No | No | Full Name | Business Phone | E-mail Address |
| Angier Elementary | | Angier Elementary | 0007A | Yes | Yes | Fernando Meza | (619) 725-5561 | jfmeza@sandi.ne |
| Audeo | B | Arroyo Paseo Charter High School | 0222A | No | No | Ivan Picazo | (619) 725-7013 | ipicazo@sandi.ne |
| Audubon K-8 Baker Elementary | D) . | Audeo Charter | A8000 | No | No | 🗣 Add new item | | |
| Balboa Elementary | | Audubon Elementary | 0009A | Yes | Yes | | | |
| Bandini Elementary | Ð | Baker Elementary | 0011A | Yes | Yes | | | |
| Barnard Elementary | Ð | Balboa Elementary | 0013A | Yes | Yes | | | |
| Bay Park Elementary | Ð | Barnard Elementary | 0017A | Yes | Yes | | | |
| Bay Point | • | Bay Park Elementary | 0021A | Yes | Yes | | | |
| Bayview Child Development Center | • | Bay Point | 863 | No | No | | | |
| Bayview Terrace | | Bayview CDC | 9834A | No | No | | | |
| Elementary | | Bayview Terrace Elementary | 0023A | Yes | Yes | | | |
| Bell Middle School | | Bell Middle | 0302A | Yes | Yes | | | |
| Benchley-Weinberger Elementary | D | Benchley/Weinberger Elementary | 0293A | Yes | Yes | | | |
| Bethune K-8 | • | Bethune Elementary | 0123A | Yes | Yes | | | |
| Bird Rock Elementary | | Bird Rock Elementary | 0029A | Yes | Yes | | | |
| Birney Elementary | • | Birney Elementary | 0031A | Yes | Yes | | | |
| Boone Elementary | | Boone Elementary | 0033A | Yes | Yes | | | |
| Brooklyn Child | | Brooklyn CDC | 9835A | No | No | | | |

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.

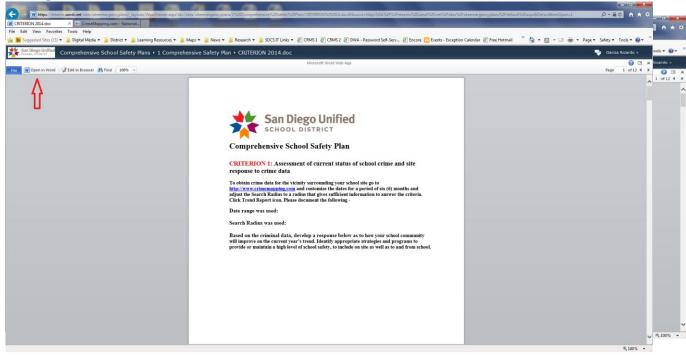
Accessing your populated (SERP) from the eTeams school site folder

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), Criterion 1-11, including SSC minutes.

As an administrator, you have been given Contributor access allowing you to edit and save Criterion. To access Criterion, click on Criterion 2014 (Follow red arrow on illustration below) located on the upper right hand corner, highlighted in blue.

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| ms Elementary | 🗌 🌒 Last | Name | First Name | Company | Business Phor | Home Pho | ne E-mail A | Address | 🗌 Туре | Name | |
| A Community | Flore | ntino | Joseph | School Police Captain - Safe Schools Unit Manager | (619) 725-700 | 00 | jflorenti | no@sandi.net | | Safe Schools Administrative Procedures | |
| ool att Elementary | Hann | on | John | Safe Schools Unit Supervisor | (619) 725-814 | 12 | jhannon | @sandi.net | | Safe Schools District Emergency Procedures | |
| erica's Finest | Meza | | Fernando | Safe Schools Officer | (619) 725-556 | | | §sandi.net | a | (Table of Contents) Comprehensive School Site Safety | Plan Binder |
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| d Rock Elementary | 당 Bal | boa Element | ary | | No | No | No | No | | Job Combinations and Descriptions | |
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| arson Elementary | 🞲 Ber | hchley/Weinb | erger Elementary | | No | No | No | No | | | |

Once the Criterion page is opened, click on "open in word." (Follow red arrow on illustration below)You are now able to begin updating, editing and saving your Criteria. Save Criteria on your desktop as "your school site name Criterion 2015-2016."



Attachment 3

CRIME MAPPING: Public Website

The intent of this document is to provide basic introductory guidelines for the entry and use of this website, which is a part of CRITERION 1. 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.

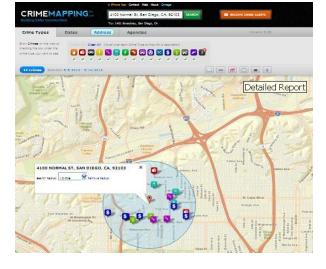
Website Address: http://www.crimemapping.com/



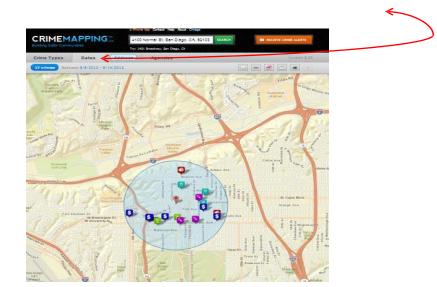
You can view maps in either a satellite photo view or on a road map. Just enter an address or a location: in the 'Search' box to see crimes for the last week, or select a different date range (up to one year). The crimes can be compiled in a report format and shown as a graph. Several types of detailed reports of crimes can be produced by clicking on a folder icon. Examples are shown below and may be placed as visual for Criterion #1.

Example of Results for: 4100 Normal Street, San Diego, CA

Example of results from 4100 Normal Street



Modify Dates by clicking on Dates



Detailed Crime Report

🐖 CrimeMapping.com 📕 Set Bookmark 🖾 Send 📟 Link ਛ Print 🛃 Trend 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

Click a crime to "Map It."

| Түре: | Descriptioni | Case #: | Location: | Agency: | Date: |
|-------|---|---------|-------------------------------|------------------|--------------------|
| 2 | DUI ALCOHOL AND/OR DRUGS | * | 1800 BLOCK MISSION AVENUE | San Diego Police | 8/13/2012 02:24 AM |
| 2 | DUI ALCOHOL AND/OR DRUGS | • | 2300 BLOCK EL CAJON BOULEVARD | San Diego Police | 8/12/2012 02:15 AM |
| \$ | PETTY THEFT / THEFT OF PERSONAL PROPERTY / SHOPLIFT | | 1400 BLOCK UNIVERSITY AVENUE | San Diego Police | 8/12/2012 12:00 AM |
| 1 | USE/UNDER INFLUENCE OF CONTROLLED SUBSTANCE | | 3800 BLOCK ALABAMA STREET | San Diego Police | 8/11/2012 06:45 PM |
| 1 | DISORDERLY CONDUCT: ALCOHOL | 2 | 3800 BLOCK PARK BOULEVARD | San Diego Police | 8/11/2012 03:56 PM |
| \$ | PETTY THEFT / THEFT OF PERSONAL PROPERTY / SHOPLIFT | - | 1000 BLOCK UNIVERSITY AVENUE | San Diego Police | 8/11/2012 01:22 PM |
| 1 | TRANSPORT/SELL NARCOTIC/CONTROLLED SUBSTANCE | | 1000 BLOCK UNIVERSITY AVENUE | San Diago Police | 8/11/2012 02:17 AM |
| \$ | GRAND THEFT/UNSPECIFIED | - | 3900 BLOCK HAMILTON STREET | San Diego Police | 8/11/2012 12:18 AM |
| \$ | PETTY THEFT / THEFT OF PERSONAL PROPERTY / SHOPLIFT | 24 | 4000 BLOCK LOUISIANA STREET | San Diago Polica | 8/10/2012 11:00 PM |
| ò | VANDALISM (\$400 OR MORE) | • | 1200 BLOCK ESSEX STREET | San Diego Police | 8/10/2012 10:00 PM |
| \$ | PETTY THEFT / THEFT OF PERSONAL PROPERTY / SHOPLIFT | | 3900 BLOCK 05TH AVENUE | San Diego Police | 8/10/2012 01:30 PM |
| 2 | DUI ALCOHOL AND/OR DRUGS | | 4100 BLOCK LOUISIANA STREET | San Diego Police | 8/10/2012 03:55 Af |

Trend Report

