

ADMINISTRATIVE CIRCULAR NO. 29
School Police Services

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 25, 2017

To: Directors, Managers, Principals, Division and Department Heads

Subject: COMPREHENSIVE SCHOOL SAFETY PLAN, CSSP
BINDER and EMERGENCY RESPONSE BOX

**Department and/or
Persons Concerned:** Principals, Division and Department Heads and Directors.

Due Date: October 1, 2017

Reference: Education Code 32280-32289

Action Requested: Updates to the Site Emergency Response Plan, Criteria, and
Emergency Response Box.

Brief Explanation:

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 1 of the CSSP consists of ten of eleven 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), also known as "Criterion #3." Administrators should make necessary updates by logging into the "**Comprehensive School Safety Plan**" page in eTeams. District policy requires the School Site Council (SSC) to hold a public meeting at the school site during the review process. This allows members of the public the opportunity to express an opinion about the CSSP. All updates to the CSSP and presentation to the School Site Council should be done no later than October 1st of 2017. Failure to involve the public and the aforementioned persons is a violation of state law.

Individuals who request to be notified of your CSSP presentation by the SSC should be instructed to download and complete a "**Citizen Request 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.

During the months of September and October, School Police will offer workshops to guide administrators on how to meet requirements by logging into the **Electronic Registrar Online (ERO)** and registering for "Comprehensive School Safety Plan 2017- 2019 Workshop"

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COMPREHENSIVE SCHOOL SAFETY PLAN (CSSP) BINDER

State law requires all school sites to have a final hard copy of their school CSSP in your administrative office and readily accessible for public viewing. The School Police Department has created an electronic library of the Comprehensive School Safety Plan in eTeams. The CSSP library is located at the top of the list of schools in the left column. It is titled "CSSP Documents." This folder contains a site administrator check off list, table of contents, 1 thru 11 criteria and all of the Emergency and Administrative Procedures needed to create a complete CSSP. It is required that all site administrators access the CSSP folder, printout all documents and create your hard copy school site CSSP binder. Your CSSP binder should include a final hard copy of the Public SERP pursuant to Criterion #3.

EMERGENCY RESPONSE BOX, (ERB)

Emergency Response Boxes must be updated by October 31st of each school year. All school sites and facilities are required to have an updated ERB available for emergency responders. School sites should have their ERB Box at the main office and non-instructional facilities at the main reception area for the facility. It is recommended for sites to have multiple boxes for their own use during an emergency (Refer to Attachment 1).

Further questions should be directed to **Fernando Meza, Safe Schools Program Analyst** at jfmeza@sandi.net.



Mike Marquez
Chief of Police