

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** September 22, 2015

**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:** 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<sup>st</sup>** 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<sup>st</sup>**.

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.

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.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](https://www.sandiegounified.org/sites/default/files_link/district/files/school-safety/School-Safety-Plan-Meeting-Citizen-Request-Form.pdf)

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 criteria, 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.

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: <http://www.crimemapping.com>. 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      [rgarcia1@sandi.net](mailto:rgarcia1@sandi.net)      619-725-7626

Fernando Meza      [jfmeza@sandi.net](mailto:jfmeza@sandi.net)  
Henry, La Jola, Lincoln, Mission Bay, Morse, Point Loma, San Diego, and Serra clusters.

Barbara Navarette      [bnavarette@sandi.net](mailto:bnavarette@sandi.net)  
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:

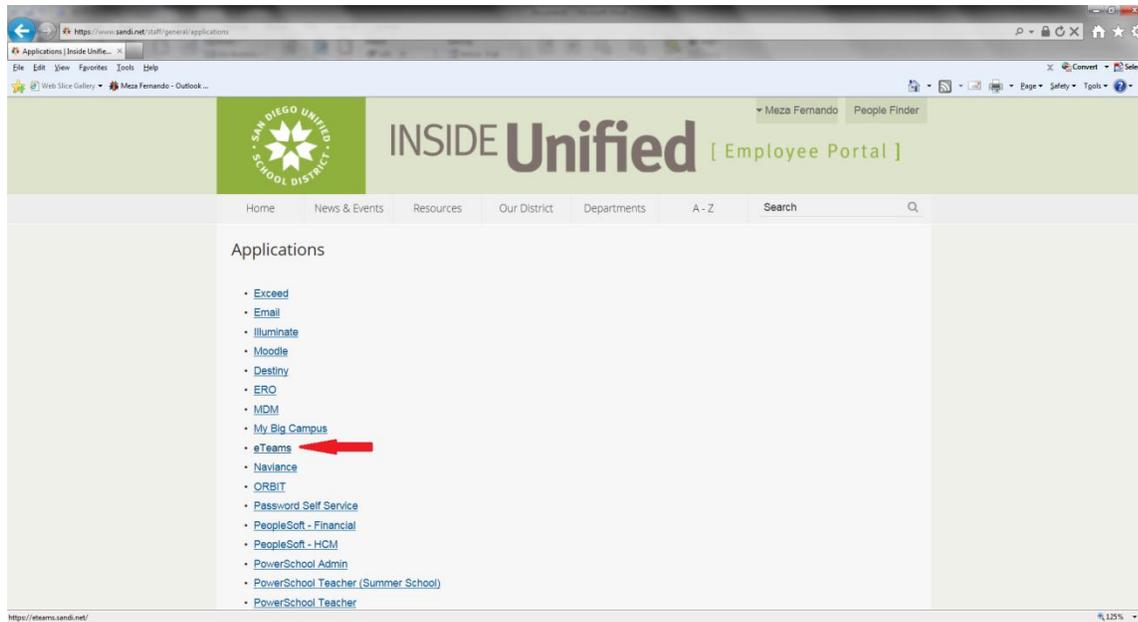
### Step 1: Staff Portal



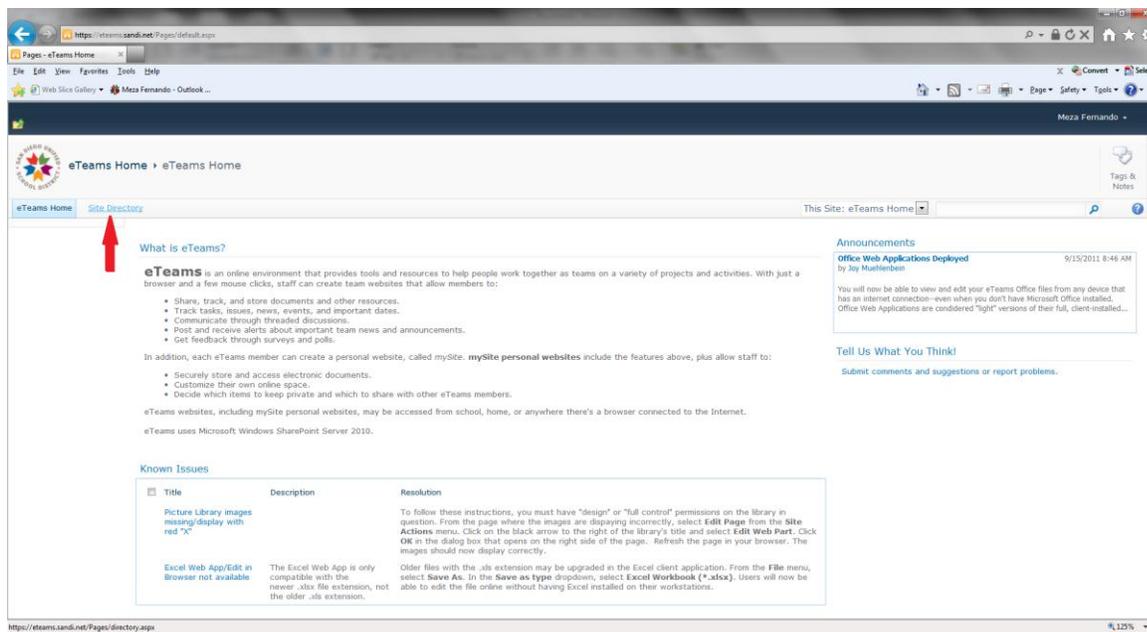
### Step 2: Click the "A-Z" Tab



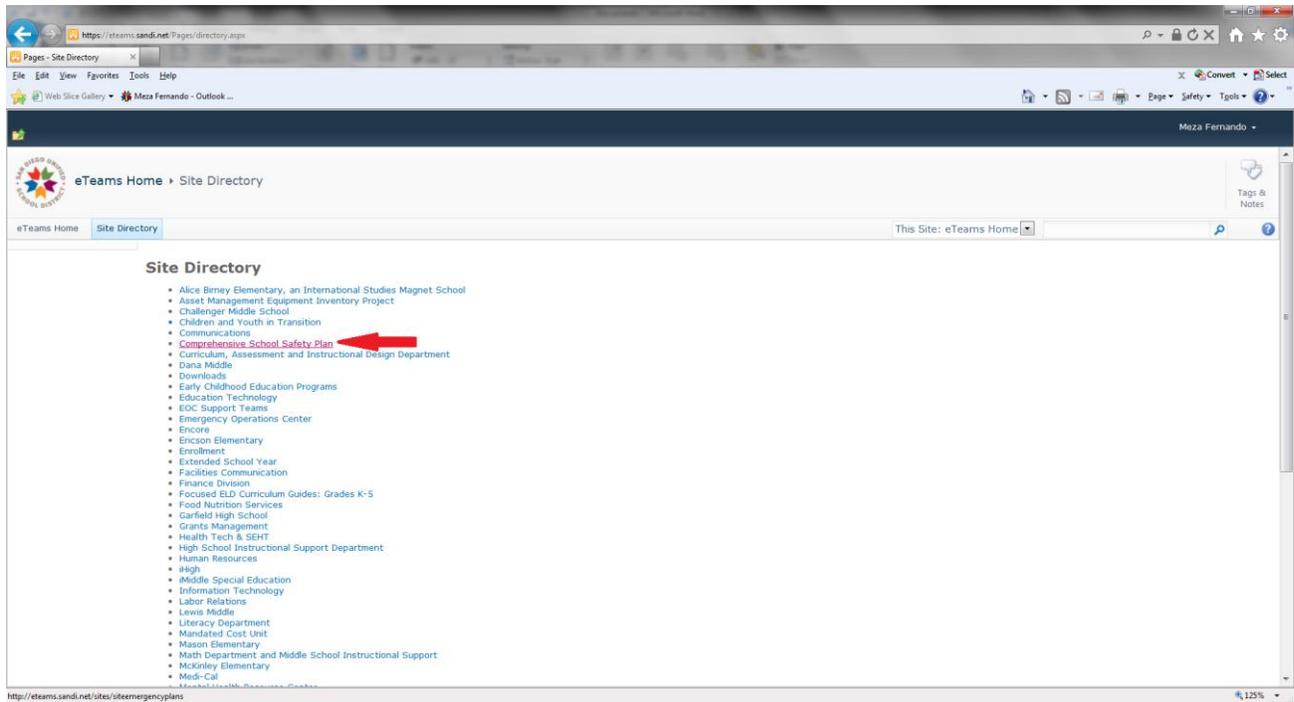
### Step 3: Select eTeams Application



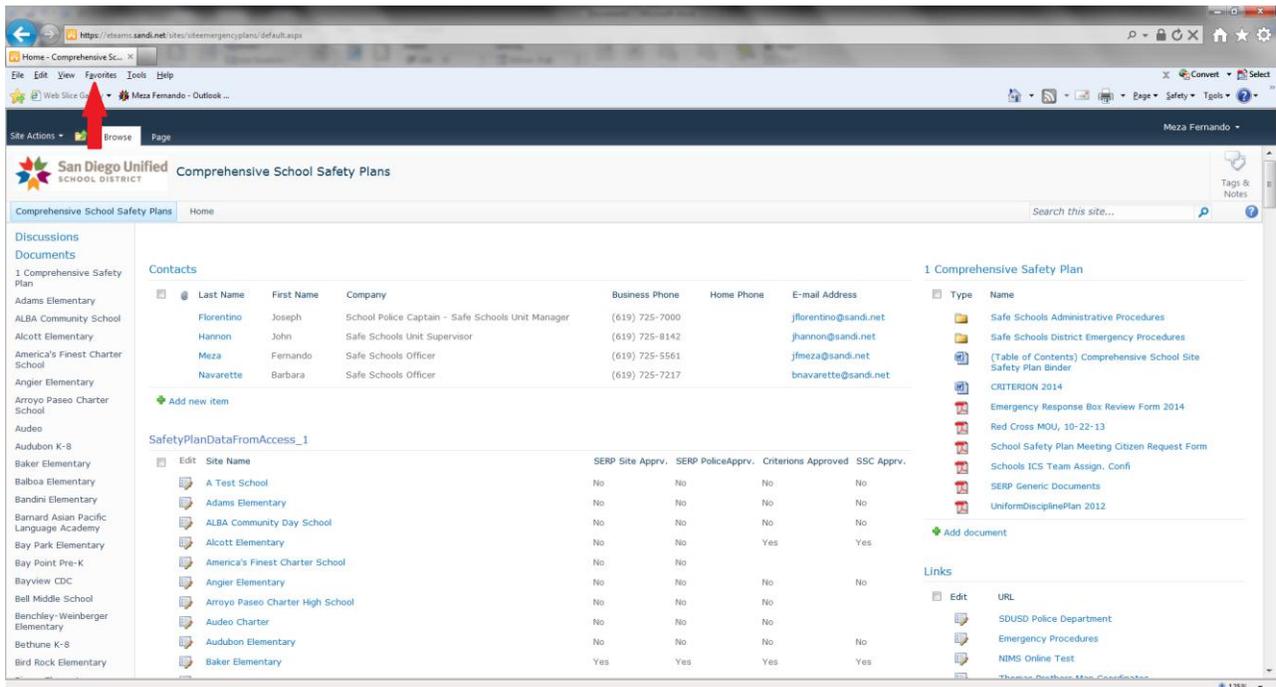
### Step 4: Click the Site Directory



## Step 5: Select Comprehensive School Safety Plan



## Step 6: Add page to Favorites



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

**San Diego Unified SCHOOL DISTRICT** Comprehensive School Safety Plans

Comprehensive School Safety Plans Home

Search this site...

Discussions Documents

1 Comprehensive Safety Plan

2. Comprehensive School Safety Plan Folder containing all documents needed to build a complete CSSP binder.

3. CSSP eTeams Site Library Folder

1 Comprehensive Safety Plan

Last Name	First Name	Company	Business Phone	Home Phone	E-mail Address
Florentino	Joseph	School Police Captain - Safe Schools Unit Manager	(619) 725-7000		jflorentino@sandi.net
Hannon	John	Safe Schools Unit Supervisor	(619) 725-8142		jhannon@sandi.net
Meza	Fernando	Safe Schools Officer	(619) 725-5561		jfmeza@sandi.net
Navarette	Barbara	Safe Schools Officer	(619) 725-7217		bnavarette@sandi.net

SafetyPlanDataFromAccess\_1

Edit	Site Name	SERP Site Apprv.	SERP PoliceApprv.	Criteria Approved	SSC Apprv.
	A Test School	No	No	No	No
	Adams Elementary	No	No	No	No
	ALBA Community Day School	No	No	No	No
	Alcott Elementary	No	No	Yes	Yes
	America's Finest Charter School	No	No	No	No
	Angier Elementary	No	No	No	No
	Arroyo Paseo Charter High School	No	No	No	No
	Audeo Charter	No	No	No	No
	Audubon Elementary	No	No	No	No
	Baker Elementary	Yes	Yes	Yes	Yes

1 SERP Template Form

Safe Schools Administrative Procedures

Safe Schools District Emergency Procedures

(Table of Contents) Comprehensive School Site Safety Plan Binder

CRITERION 2014

Emergency Response Box Review Form 2014

Red Cross MOU, 10-22-13

School Safety Plan Meeting Citizen Request Form

Schools ICS Team Assign. Conf

SERP Generic Documents

UniformDisciplinePlan 2012

Add document

Links

Edit URL

SDUSD Police Department

Emergency Procedures

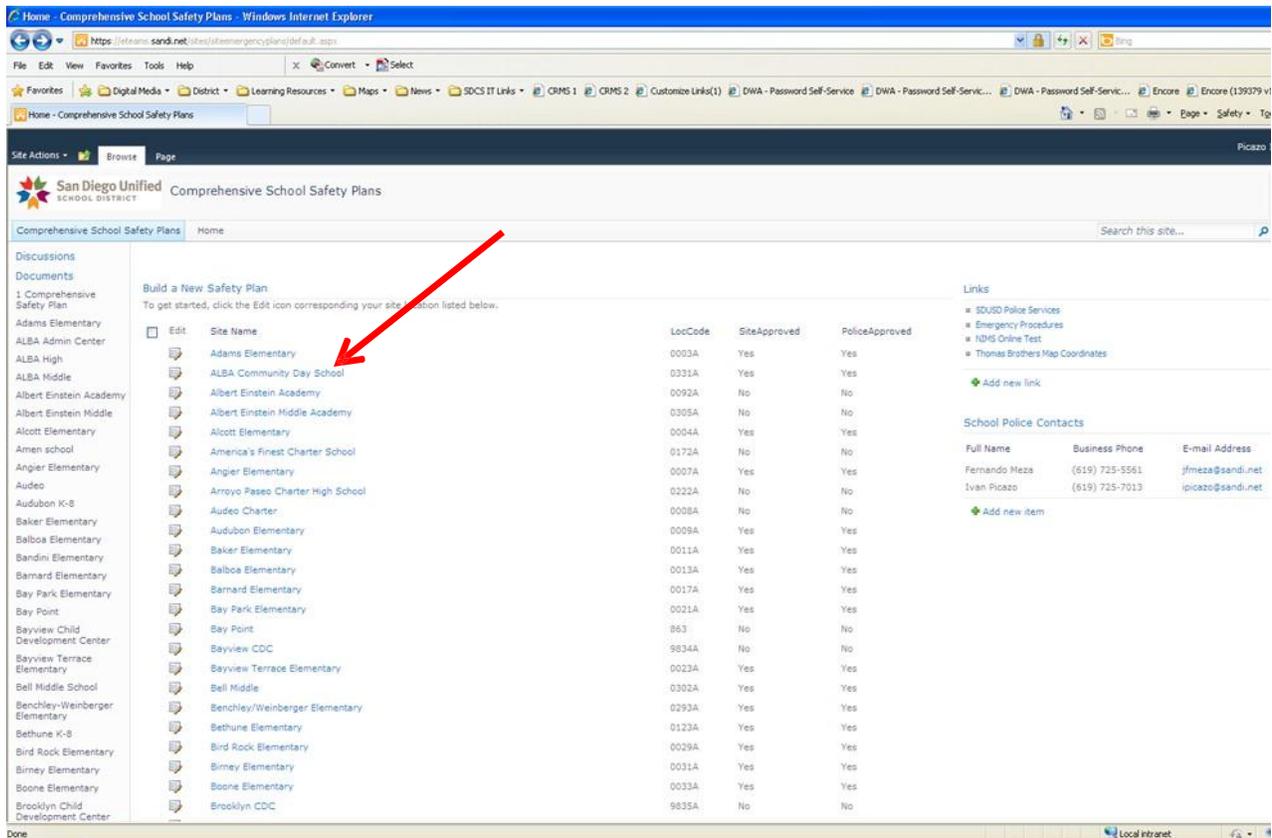
NIMS Online Test

Thomas Southern, MEd, Coordinator

## 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.



The screenshot shows the 'Comprehensive School Safety Plans' page for San Diego Unified School District. The page features a table of schools with columns for 'Site Name', 'LocCode', 'SiteApproved', and 'PoliceApproved'. A red arrow points to the 'Edit' icon next to 'ALBA Community Day School'.

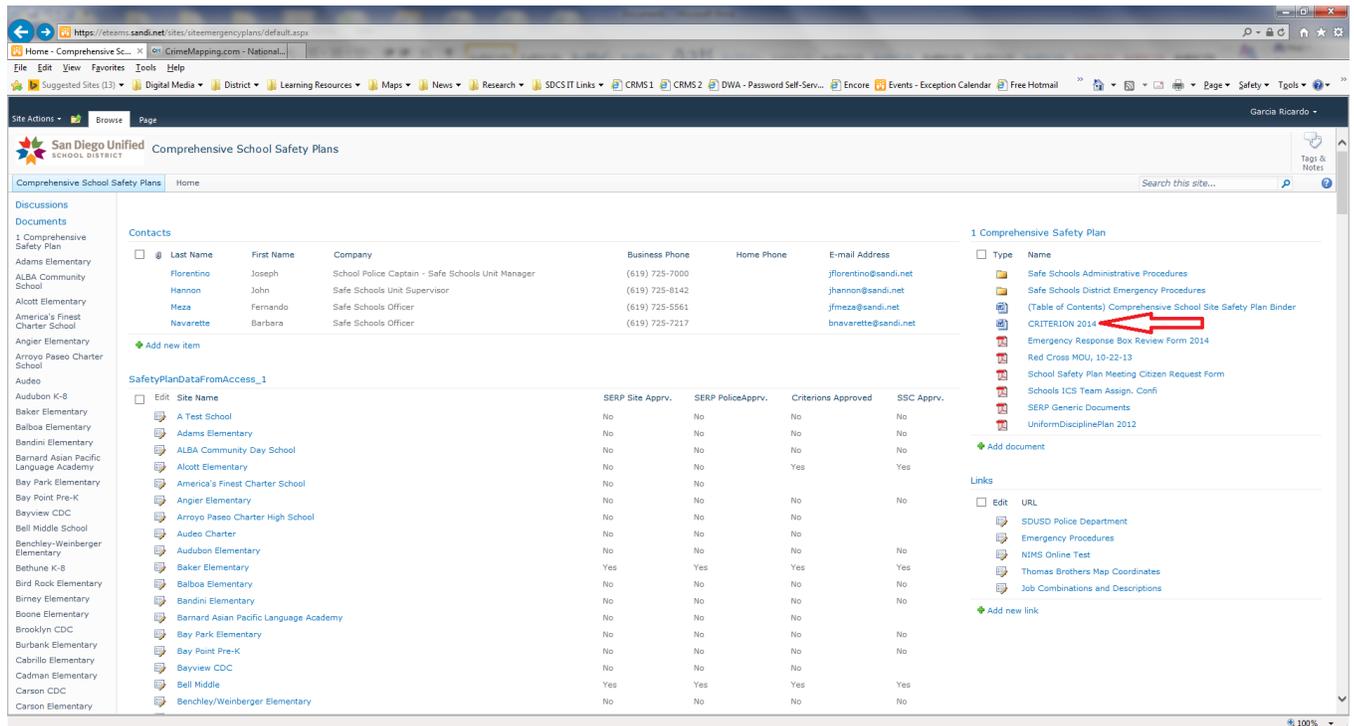
Site Name	LocCode	SiteApproved	PoliceApproved
Adams Elementary	0003A	Yes	Yes
ALBA Community Day School	0331A	Yes	No
Albert Einstein Academy	0092A	No	No
Albert Einstein Middle Academy	0305A	No	No
Alcott Elementary	0004A	Yes	Yes
America's Finest Charter School	0172A	No	No
Angier Elementary	0007A	Yes	Yes
Arroyo Paseo Charter High School	0222A	No	No
Audeo Charter	0008A	No	No
Audubon Elementary	0009A	Yes	Yes
Baker Elementary	0011A	Yes	Yes
Balboa Elementary	0013A	Yes	Yes
Barnard Elementary	0017A	Yes	Yes
Bay Park Elementary	0021A	Yes	Yes
Bay Point	863	No	No
Bayview CDC	9834A	No	No
Bayview Terrace Elementary	0023A	Yes	Yes
Bell Middle	0302A	Yes	Yes
Benchley-Weinberger Elementary	0293A	Yes	Yes
Bethune Elementary	0123A	Yes	Yes
Bird Rock Elementary	0029A	Yes	Yes
Birney Elementary	0031A	Yes	Yes
Boone Elementary	0033A	Yes	Yes
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.

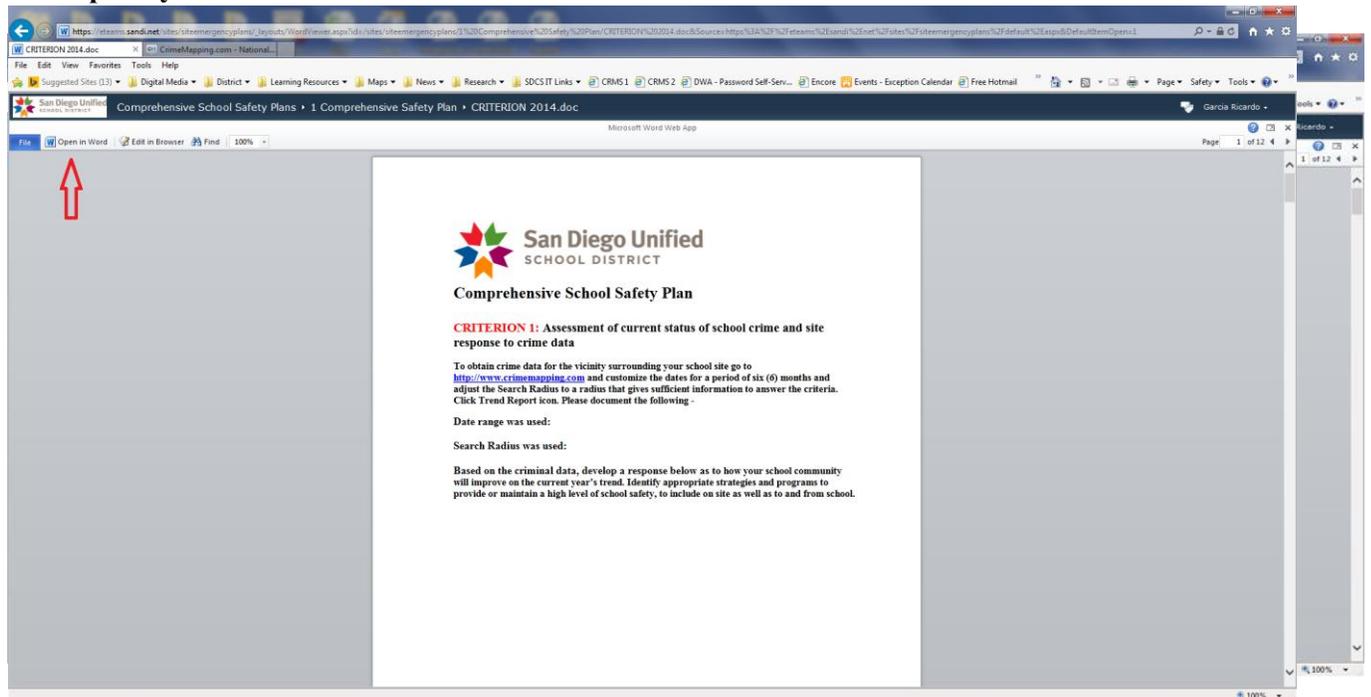
Accessing your populated (SERP) from the eTeams school site folder

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.



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/>

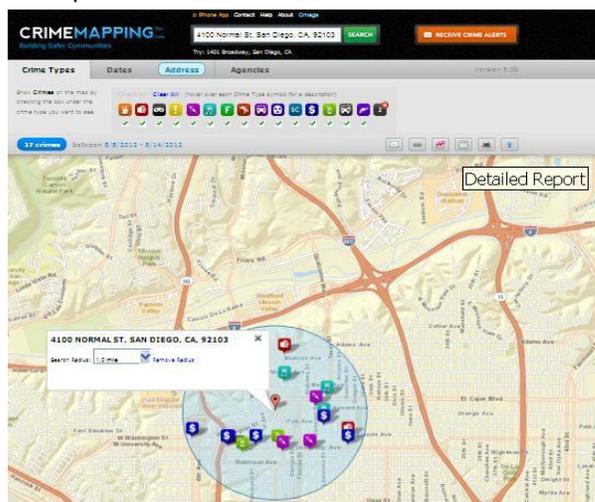
Enter Address  
or Name of  
Public Location



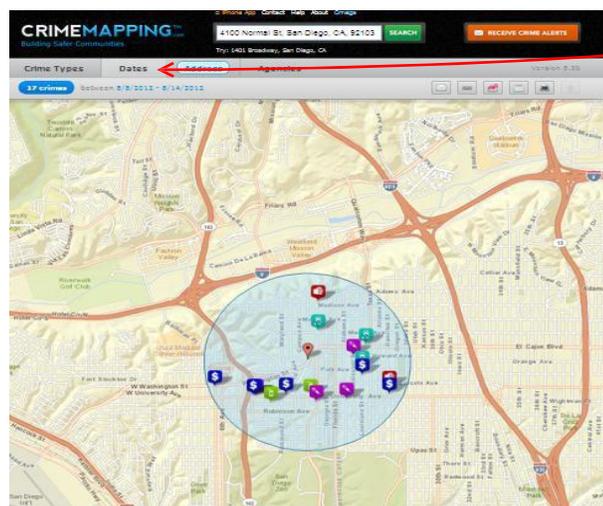
You can view maps in either a satellite photo view or on a road map. Just enter an address or a location: in the 'Search' box to see crimes for the last week, or select a different date range (up to one year). The crimes can be compiled in a report format and shown as a graph. Several types of detailed 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 | 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."

Type:	Description:	Case #:	Location:	Agency:	Date:
	DUI ALCOHOL AND/OR DRUGS	-	1800 BLOCK MISSION AVENUE	San Diego Police	8/13/2012 02:24 AM
	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
	USE/UNDER INFLUENCE OF CONTROLLED SUBSTANCE	-	3800 BLOCK ALABAMA STREET	San Diego Police	8/11/2012 06:45 PM
	DISORDERLY CONDUCT: ALCOHOL	-	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
	TRANSPORT/SELL NARCOTIC/CONTROLLED SUBSTANCE	-	1000 BLOCK UNIVERSITY AVENUE	San Diego 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	-	4000 BLOCK LOUISIANA STREET	San Diego Police	8/10/2012 11:00 PM
	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
	DUI ALCOHOL AND/OR DRUGS	-	4100 BLOCK LOUISIANA STREET	San Diego Police	8/10/2012 03:55 AM

# Trend Report

