

ADMINISTRATIVE CIRCULAR NO. 16
Office of the Deputy Superintendent of Business

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 5, 2014

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, 2014

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 of 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 1 of the CSSP consists of nine of ten required criteria 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 11 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: <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.

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:**

Jesus Montana jmontana@sandi.net (619) 725-7626
All High School and Middle Schools
A-Typical Schools: ALBA, Garfield High, iHigh, Muir, SD MET, SCPA, SD Early Middle College, Twain

Fernando Meza jmeza@sandi.net (619) 725-7169
Elementary School Clusters: Crawford, Lincoln, Henry, Hoover, San Diego, Point Loma, Scripps Ranch, Serra
A-Typical Schools: Language Academy, Longfellow

Barbara Navarette bnavarette@sandi.net (619) 725-7217
Elementary School Clusters: Clairemont, Crawford, La Jolla, Kearny, Mira Mesa, Mission Bay, Morse, University City
A-Typical Schools: Marcy, Mt. Everest, Riley/New Dawn, Trace, Whittier

Rueben Littlejohn
Chief of Police

APPROVED:



Drew Rowlands
Interim Chief Operations Officer

DR:RL:jm

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:

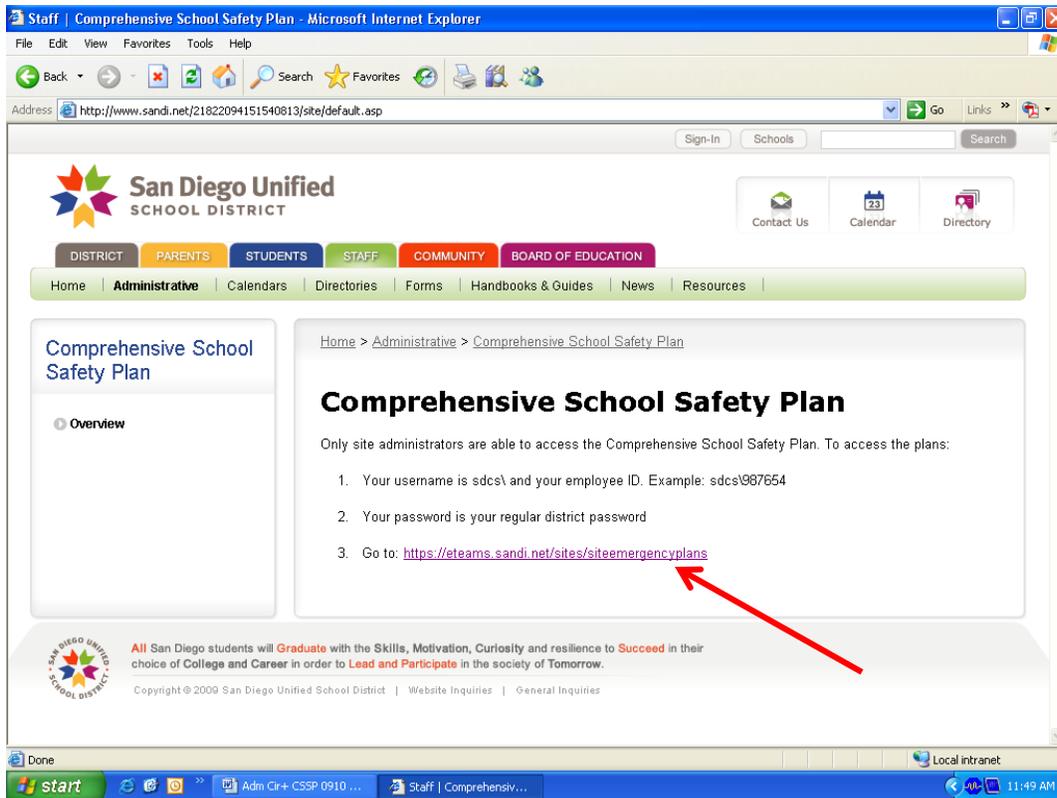
Step 1: Click on the “Staff” tab

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

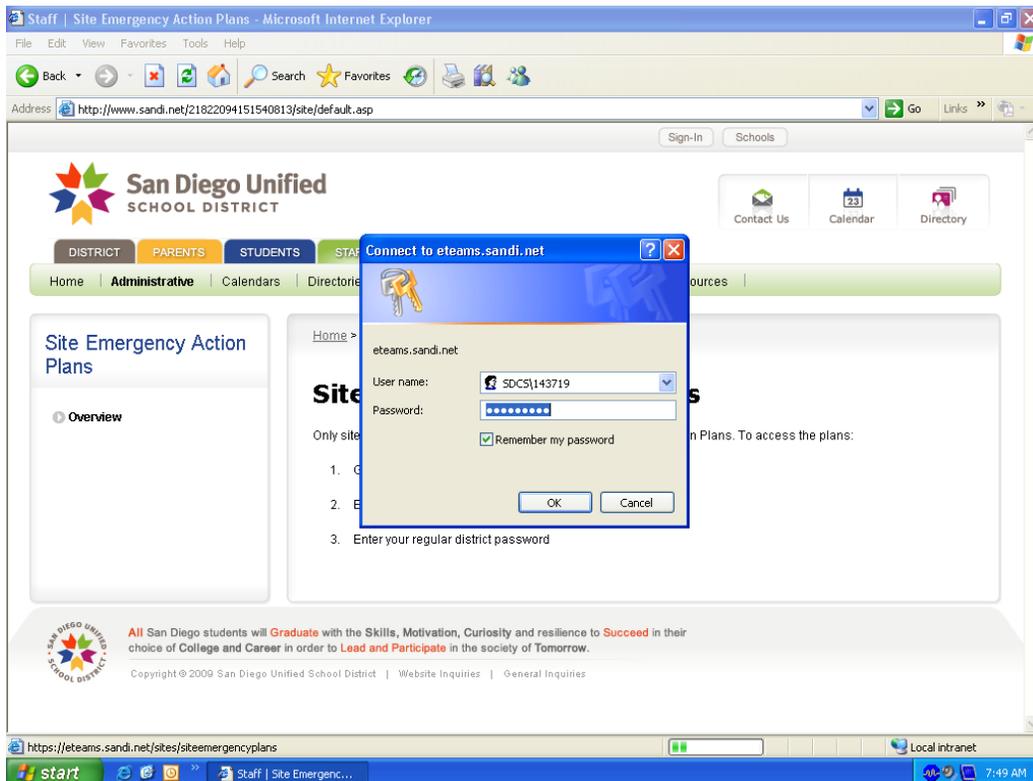
Step 3: Click on “Comprehensive School Safety Plan”

The screenshot shows the San Diego Unified School District website. At the top right, there are buttons for "Sign-In" and "Schools". The main header features the district logo, the name "San Diego Unified SCHOOL DISTRICT", and the slogan "Where Every Student is a Star!". Below the header is a navigation bar with tabs for "DISTRICT", "PARENTS", "STUDENTS", "STAFF", "COMMUNITY", and "BOARD OF EDUCATION". Underneath this is a secondary navigation bar with links for "Home", "Administrative", "Applications", "Calendars", "Directories", "Employment", "Forms", "Handbooks & Guides", and "News". A dropdown menu is open under the "Administrative" link, listing various resources. A red arrow points to the "Comprehensive School Safety Plan" option in this menu. Other items in the dropdown include "After Hours Entry Procedure", "Bulletins and Circulars", "Central Office Support Staff Resources", "NIMS Online", "Policies", "Procedures", "Student Fees, Donations and Fundraising Guidelines", "Benef...", "Payroll", and "Professional Development". To the right of the dropdown is a news article titled "Three 'Generations' of School Police Chiefs" with a photo of three men. Further right are promotional banners for "2012 BA INFO" and "Regis", and an "Event" banner at the bottom right.

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.

San Diego Unified School District Comprehensive School Safety Plans

Build a New Safety Plan

To get started, click the Edit icon corresponding to your site location listed below.

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

Links

- SDUSD Police Services
- Emergency Procedures
- NIMS Online Test
- Thomas Brothers Map Coordinates

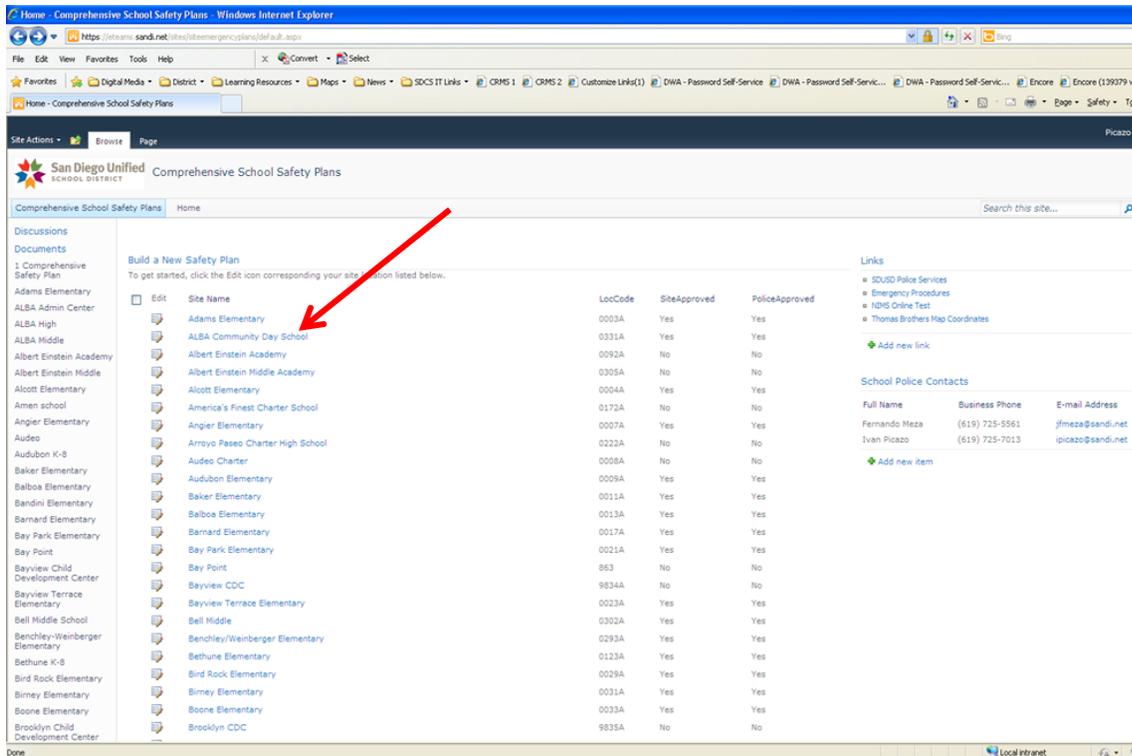
School Police Contacts

Full Name	Business Phone	E-mail Address
Fernando Meza	(619) 725-5561	jfmeza@sandi.net
Ivan Picazo	(619) 725-7013	ipicazo@sandi.net

Attachment 2

Accessing the Online (SERP) Template & folders in eTeams

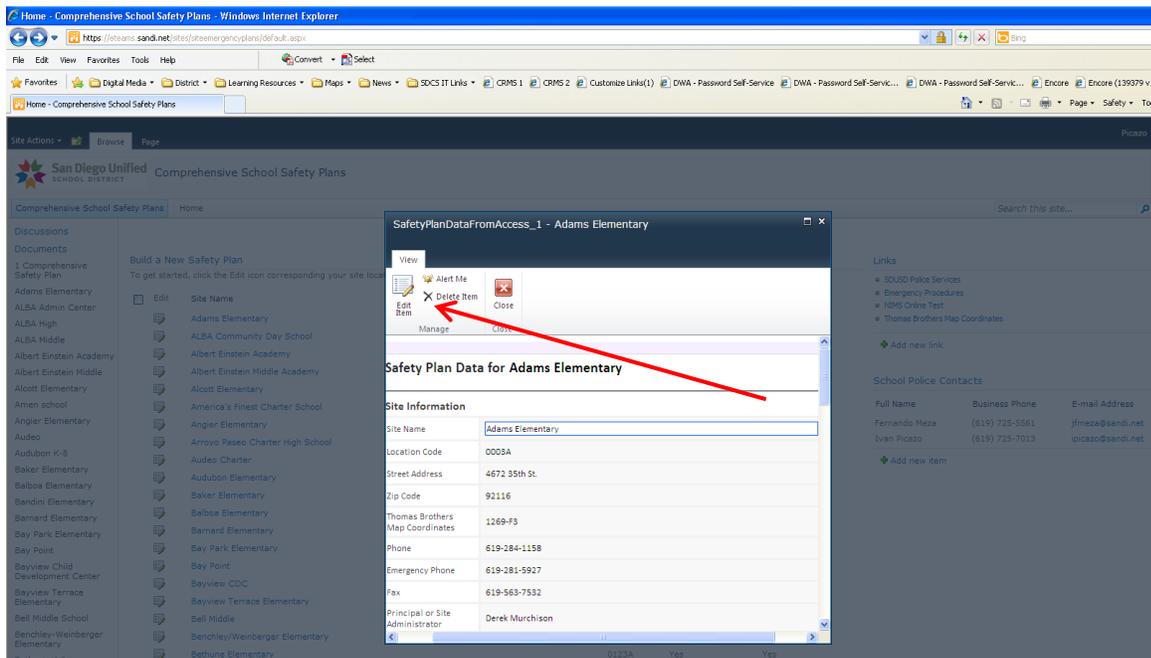
From the eTeams home page locate your school site from the list of schools in blue. Click on your school site. This will launch your (SERP) template.



The screenshot shows the 'Comprehensive School Safety Plans' page for San Diego Unified School District. A table lists various schools with columns for Site Name, LocCode, SiteApproved, and PoliceApproved. A red arrow points to the 'ALBA Community Day School' entry.

Site Name	LocCode	SiteApproved	PoliceApproved
Adams Elementary	0003A	Yes	Yes
ALBA Admin Center	0003A	Yes	Yes
ALBA High	0331A	Yes	Yes
ALBA Middle	0331A	Yes	Yes
Albert Einstein Academy	0092A	No	No
Albert Einstein Middle	0095A	No	No
Alcott Elementary	0004A	Yes	Yes
Amen school	0172A	No	No
Angier Elementary	0007A	Yes	Yes
Audco	0222A	No	No
Audubon K-8	0008A	No	No
Baker Elementary	0009A	Yes	Yes
Balboa Elementary	0011A	Yes	Yes
Bandini Elementary	0013A	Yes	Yes
Barnard Elementary	0017A	Yes	Yes
Bay Park Elementary	0021A	Yes	Yes
Bay Point	863	No	No
Bayview Child Development Center	9834A	No	No
Bayview Terrace Elementary	0023A	Yes	Yes
Bell Middle School	0302A	Yes	Yes
Benchley-Weinberger Elementary	0293A	Yes	Yes
Bethune K-8	0123A	Yes	Yes
Bird Rock Elementary	0029A	Yes	Yes
Bimney Elementary	0031A	Yes	Yes
Boone Elementary	0033A	Yes	Yes
Brooklyn Child Development Center	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.



The screenshot shows the same website as above, but with a modal window titled 'SafetyPlanDataFromAccess_1 - Adams Elementary' open. The modal window contains a form for editing site information. A red arrow points to the 'Edit Item' icon in the modal window.

Safety Plan Data for Adams Elementary

Site Information	
Site Name	Adams Elementary
Location Code	0003A
Street Address	4672 35th St.
Zip Code	92116
Thomas Brothers Map Coordinates	1269-F3
Phone	619-284-1158
Emergency Phone	619-281-5927
Fax	619-563-7532
Principal or Site Administrator	Derek Murchison

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.

San Diego Unified SCHOOL DISTRICT Comprehensive School Safety Plans > Adams Elementary > All Documents >

Comprehensive School Safety Plans Home Search this site...

Type	Name	Modified	Modified By
	Adams EI Site Emergency Plan 6-21-2011	9/19/2011 11:37 AM	Joy Muehlenbein
	Adams Elementary CONFIDENTIAL April 2012	4/16/2012 10:11 AM	Meza Fernando
	ADAMS ES CRIME STATS 2010-11	6/21/2012 2:56 PM	Davis Herman
	ADAMS ES CRIME STATS 2011-12	8/7/2012 3:47 PM	Davis Herman
	CRITERION 01 - Converted	1/31/2012 7:46 PM	Martin Kevin
	CRITERION 01	1/20/2012 9:56 AM	Mason Tamara
	CRITERION 02	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 03	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 04	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 05	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 06	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 07	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 08	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 09	9/19/2011 11:37 AM	Joy Muehlenbein
	CRITERION 10	9/19/2011 11:37 AM	Joy Muehlenbein
	School Safety Committee Meeting Minutes	9/19/2011 11:37 AM	Joy Muehlenbein

[Add 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.

CRITERION 02 (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

100% Times New Roman 12 B

San Diego Unified SCHOOL DISTRICT

Comprehensive School Safety Plan

CRITERION 2: Child abuse reporting procedures

This procedure is outlined in Administrative Procedure [6370](#). You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. The plan must describe how you in-service both staff and students on how to improve these procedures.

Please discuss with your committee how your school is meeting this criterion and determine if your prior School Safety Plan needs revision.

Does your site do anything different than that?

YES

NO

If yes, what does your site do differently?

start Eteams access instru... CRITERION 02 (Read... Home - Comprehen... Home - Zancorano Els... 9:52 AM

CRITERION 02 (Read-Only) - Microsoft Word

File Edit View Insert Format Tools Table Window Help Adobe PDF Acrobat Comments

Type a question for help

100% Times New Roman 12 B

San Diego Unified SCHOOL DISTRICT

Comprehensive School Safety Plan

CRITERION 2: Child abuse reporting procedures

This procedure is outlined in Administrative Procedure [6370](#). You can meet this criterion by reviewing the procedure and incorporating the information into your School Safety Plan. The plan must describe how you in-service both staff and students on how to improve these procedures.

Please discuss with your committee how your school is meeting this criterion and determine if your prior School Safety Plan needs revision.

Does your site do anything different than that?

YES

NO

If yes, what does your site do differently?

start Eteams access instru... CRITERION 02 (Read... Home - Comprehen... Home - Zancorano Els... 9:52 AM

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.

Attachment 3

CRIME MAPPING: The Public Website

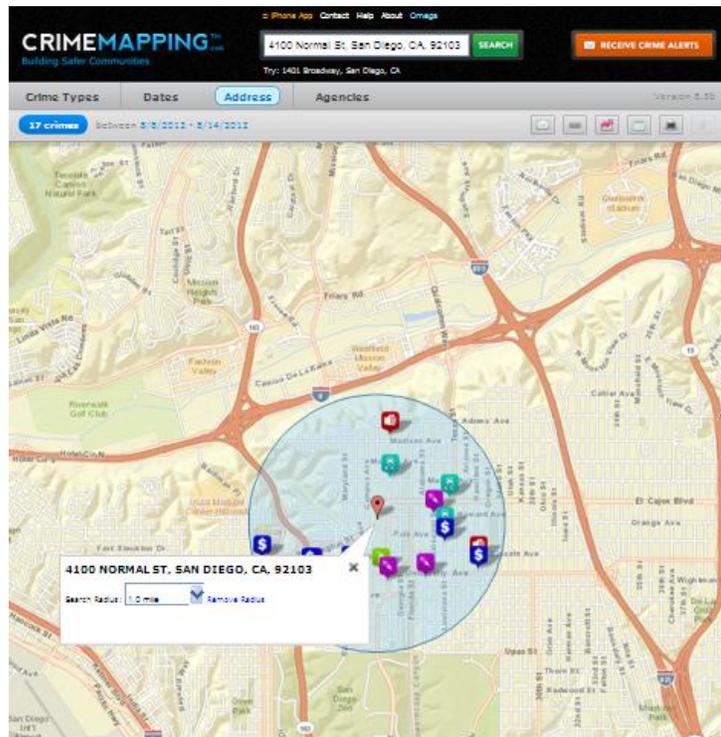
The intent of this document is to provide a basic introductory guideline for the entry and use of this website. Once users enter the site, they are encouraged to explore the additional capabilities of the site as they become more familiar with the available options.

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

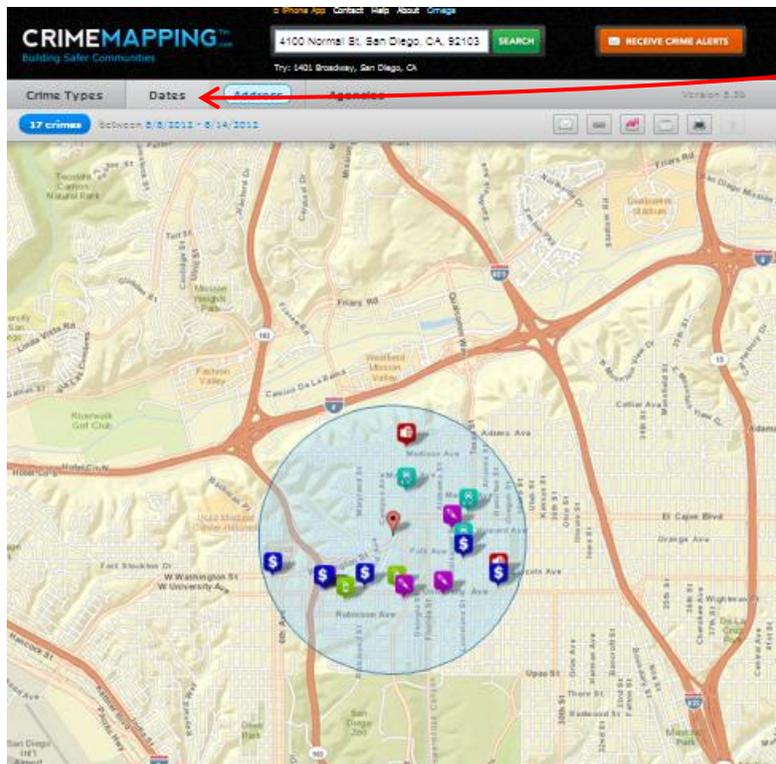


You can view maps in either a satellite photo view or on a road map. Just enter an address or a location (Balboa Park, CA) in the 'Search' box to see crimes for the last week, or select a different date range (up to one year). The crimes can be compiled in a report format and shown as a graph.

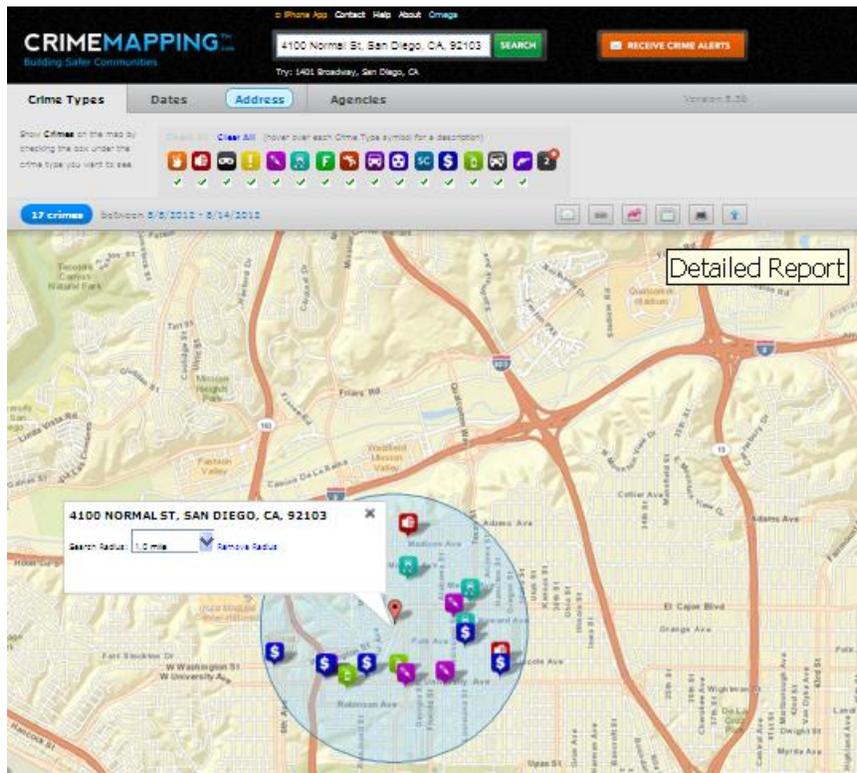
Example of Results for: 4100 Normal Street, San Diego, CA



Default dates are set for the past week. Can be changed here, up to 1 year.



A detailed report of crimes can be produced but clicking on the folder icon.



Detailed 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