

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 16, 2015

To: All Principals, Division and Department Heads

Subject: NOTIFICATION OF COMPREHENSIVE SITE PLAN DEADLINES

Department and/or Persons Concerned: All Principals, Governance Team Chairs, School Site Council Chairs, School Police Services

Due Date: **Friday, October 30, 2015**

Reference: Administrative Procedure 5000; Education Code sections 32280-32289

Action Requested: Notify Governance Team, School Site Council and any Safety Planning Committee of Deadlines to Adopt Comprehensive School Safety Plan

Brief Explanation:

As a result of a recent Uniform Complaint appeal, the California Department of Education (CDE) has directed that we notify all School Site Councils ("SSC") and other safety planning committees, of the deadlines to adopt, review and update its Comprehensive School Safety Plan ("Plan") by **March 1st** each year. The notification to those groups must occur no later than October 30, 2015. Please provide a copy of this circular to all School Site Council members and members of any site safety planning committee.

In addition, we remind sites that before adopting the Comprehensive School Safety Plan, each school shall allow members of the public the opportunity to express an opinion about the proposed Plan. Written notice of the meeting at which the Plan will be discussed should be sent to parent organizations, teacher organizations, school employee organizations, a student body government representative, the mayor, and all persons who have indicated they want to be notified. [Notice may also be sent to local civic leaders, local business organizations and representatives of local churches.]

Because it is sometimes difficult to achieve a meeting quorum, the Plan should be included on meeting agendas for several months before the March 1st deadline. [It is NOT sufficient to schedule a meeting later in March since that means the Plan will not have been adopted BEFORE March 1st.] Suggested Plan dates are:

Fall	Committee meeting to develop draft Comprehensive School Safety Plan
January	Add Plan to SSC agenda and send meeting notices for January meeting
February	If Plan not adopted at January meeting, add Plan to SSC agenda and send meeting notices for February meeting

If you have any questions regarding the above, please contact the Legal Services office at (619) 725-5630.

APPROVED:



Andra M. Donovan
General Counsel

AMD:dmh

Distribution: List A, D, E, F, O