SAN DIEGO UNIFIED SCHOOL DISTRICT

Date:	November 5, 2021
To:	Principals, Division and Department Heads and Child Development Center Administrators
Subject:	Completing and Updating the Comprehensive School Safety Plan (CSSP) and Emergency Response Box (ERB)
Department and/or Persons Concerned:	Site Administrators, Site Administrative Assistants
Due Date:	**October 15, 2021**
Reference:	Compliance with Education Code 32280-32289
Action Requested:	Complete requested actions online via eTeams-Comprehensive School Safety Plan.

Brief Explanation:
California Education Code 32280 requires all public schools, grades K-12, to develop, update, and maintain Comprehensive School Safety Plans (CSSP). The school principal and/or their designee(s) are required to annually engage in the development of the CSSP to create a safe and secure learning environment for students and school staff.

The CSSP consist of two (2) parts:

Part One: Fourteen (14) Criteria. These criteria include District Administrative Procedures, District Emergency Procedures, and Site Specific Procedures related to school safety.

Part Two: Site Emergency Response Plan (SERP). This is a separate document incorporated in Criterion #3. The SERP should not be confused with the CSSP. This is just one component of the 14 criteria required by law.

   **Only site administrators will have "contributor" access to their individual eTeams site listing. If you need contributor access in eTeams, please contact the School Police Safe Schools Unit.*

California Education Code 32288 requires the School Site Council or School Safety Planning Committee to hold a public meeting at the school site as part of the overall CSSP and SERP review. This allows members of the public the opportunity to express an opinion about the CSSP. In lieu of using the School Site Council, a site may designate the Site Governance Team (SGT) as the School Safety Planning Committee. If the Site Governance Team is not designated as the School Safety Planning Committee, the Site Governance Team must be given the opportunity to provide annual input for the CSSP. (See SDEA Article 11.6)

Community members requesting notification of a CSSP presentation by the SSC, must submit a "Citizen's Request Form" to a school administrator or designee for the respective site. Site administrators must retain a hard copy or electronic file of these requests for their records. These records must include copies of all written notifications detailing the date, time and location of the CSSP presentation.

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.

CSSP BINDER REQUIREMENT
State law requires all school sites to have a hard copy of their school's CSSP and (Public) version of the SERP in the administrative office in an area readily accessible for public viewing.

**For further information, please visit the eTeams Page and click on "CSSP Binder Content." This folder contains the following documents: Table of Contents, Criterion Template, Fillable SERP Word Template, Emergency and Administrative Procedures, Restorative Discipline Policy, Citizen's Request Form, and School's ICS Team Assignments.

Submission Process:
Site administrators are directed to utilize the updated 2021-2022 Criterion Template located on the District's eTeams website. The SERP portion of the CSSP should be completed on eTeams and "Saved for Later." Once saved, notify the Safe Schools Unit at sdusdsafeschools@sandi.net for review and approval. Due to a glitch in the system, DO NOT click submit after updating the SERP. The Safe Schools Unit will generate your "Read Only" Confidential and Public versions of the SERP and upload them to your eTeams site folder by the end of November.

**A new section has been added in the eTeams page called, "Resources: How to Guides" to assist you through the updating process. For further assistance, please contact the School Police Safe Schools Unit:

Safe Schools Officer, Officer Robert Bonilla rbonilla@sandi.net or sdusdsafeschools@sandi.net
Safe Schools Unit Supervisor, Sergeant David Landman, dlandman@sandi.net

Joey Florentino
Chief of Police

APPROVED:

Gary Petill
Chief Operations Officer

GP:JF:DL