

ADMINISTRATIVE CIRCULAR NO. 53

Office of the Chief Operations Officer

SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: September 26, 2022

To: Principals, Division and Department Heads, and Child Development Administrators

Subject: 2022-23 SY COMPREHENSIVE SCHOOL SAFETY PLAN: SITE EMERGENCY PLAN (SERP), CRITERIONS (1-14) AND SSC MINUTES

Department and/or Persons Concerned: Site Administrators, School Secretaries

Due Date: October 1, 2022

Reference: Compliance with Ed Code 32280-32289

Action Requested: Complete and submit documents online via DTS (Document Tracking System). Link: www.doc-tracking.com

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) CRITERIONS. These criterions 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 criterions required by law.

California Education Code 32288 requires the School Site Council (SSC) 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](http://leginfo.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.

The binder should contain the following:

1. Site Emergency Response Plan – SERP (**Public Version Only**)
2. Criteria 1-14
3. Red Cross Memorandum of Understanding (MOU)
4. Restorative Discipline Policy
5. School Site Student Handbook
6. SDUSD - Emergency Procedures, Administrative Policies, Regulations & Board of Education Policies

Updating & Submitting Process:

The SDUSD has retired our eTeams page and is now using [Document Tracking Services \(DTS\)](#) to update and submit Comprehensive School Safety Plans. Only site administrators have access to DTS - Safety Documents and should have received an email with login instructions from DTS. If you are a site administrator and need access to DTS, please contact the Safe School’s Unit. Please see the attachments for instructions from DTS.

Safe Schools Officer, Robert Bonilla rbonilla@sandi.net

Safe Schools Unit Supervisor, Captain David Landman, dlandman@sandi.net

Alfonso Contreras
Chief of Police
School Police Services

APPROVED:

Gary Petill
Interim Chief Operations Officer

AC:rb

Attachments:

Attachment 1: [Login / Update](#)

Attachment 2: [Uploading / Submitting](#)