

# SITE OPERATIONS BULLETIN

San Diego City Schools

No. 1

August 1, 2005

Distribution: Lists D, E, F, and S

Information for site principals that requires action. Principals are not required to report the action taken. For additional information, contact the person listed at the end of each entry.

## ELEMENTARY, MIDDLE AND HIGH SCHOOL PRINCIPALS

### **Mandated Campus Security Assistant Training**

Section 38001.5 of the California Education Code requires that Campus Security Assistants who work more than 20 hours per week attend twenty-four (24) hours of job-specific training approved by the Bureau of Security and Investigative Services. **The district has decided to take a more conservative approach to compliance with this mandate and will require that all Campus Security Assistants, regardless of hours assigned, complete the mandated training as a condition of employment.**

The following requirements shall pertain to the employment of Campus Security Assistants:

- 1) No newly hired probationary Campus Security Assistant may be assigned to work more than 20 hours per week (including extratime and/or overtime) without having completed the full 24 hours of required training, even if the position vacancy is greater than 20 hours per week. Personnel Action Request for newly hired probationary Campus Security Assistants will not be approved by Human Resources for more than a .50 FTE until certification of completed training is received. Training sessions will be scheduled throughout the school year so that new Campus Security Assistants can meet this requirement. Once the new hire receives a certificate of completion for the training, his/her hours may be increased by the site generating a PAR (Personnel Action Request).
- 2) In addition, District policy and the collective bargaining agreement requires that all newly hired Campus Security Assistants, regardless of hours assigned, complete the required training as a condition of passing their initial one-year probationary period in the job class. In no event will continuing employment or permanent status as a Campus Security Assistant be granted to any individual who fails to receive certification for the full training course.
- 3) Campus Security Assistants who have completed the 40-hour Peace Assistant Orientation-Arrest Course are considered certified and are not required to attend this training. Proof of

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Published each Monday. Items for inclusion are to be sent to the Communications Office, Room 2145, by noon each Thursday for consideration. Effective April 10, 2000, all Circulars and Bulletins will be posted on the District's web site, <http://www.sandi.net>, under the District Staff section, as well as by mail. **Effective August 1, 2000, all Circulars and Bulletins will ONLY be posted on our web site. No hard copies will be sent by mail.**

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*"The mission of San Diego City Schools is to improve student achievement by supporting teaching and learning in the classroom."*

Training will be made available for only employees in the Campus Security Assistant job classification. The district will pay all necessary fees for tuition and materials related to the training. Each individual school site will be responsible for the employee's salary during any portion of the three-day, eight-hour sessions, which falls within the employee's normally assigned work hours. Hours spent in training beyond the employee's regular work hours will be paid at the employee's regular hourly rate of pay in the job classification on time cards (CL-1) which should be forwarded to the Human Resource Services Division, Room 1241 of the Eugene Brucker Education Center to the attention of Donis Armenta, Director of Classified Personnel for approval and processing.

Current Campus Security Assistants who work twenty or more hours per week and have not completed the training have been notified that there is a three-day training scheduled for August 29, 30 and 31, 2005, (from 8:00 a.m. to 5:00 p.m. each day).

**The August training sessions** will be held at Marina Village, 1936 Quivira Way, San Diego, CA 92109, on August 29, 30 and 31, 2005, in the Anchor Room. Employees have been asked to register by logging onto the SDCS website: [www.sandi.net](http://www.sandi.net) then click "For District Staff" click on "Administrative" then click on "Bulletins and Circulars" to "Mandated Campus Security Assistant Training" and print out the registration form/flyer. Please fill out the registration form and fax it to Teresa Achuff at the San Diego County Office of Education at (858) 571-6046. Please register early! If you are an employee with San Diego City Schools and are under the job class of Campus Security Assistant, please **do not** include payment. If you have questions regarding the training sessions please call Teresa Achuff at (858) 569-5389.

In order for assigned Campus Security Assistants to maintain their employment, please make sure that they are registered, released from work (if applicable) and paid to attend this mandatory training. Questions regarding this mandated training may be directed to Gloria Rangel at [grangel@sandi.net](mailto:grangel@sandi.net) or at (619) 725-8172.

**REGISTER  
EARLY!**



SAN DIEGO COUNTY OFFICE OF EDUCATION  
Rudy M. Castruita, County Superintendent of Schools  
Student Services and Programs Division  
Safe Schools Unit, Liz Lebrón, Senior Director  
Present

**-Please Post-**



# 3-Day School Safety and Security for Campus Supervisors *Training Series*

**COST: \$105** per participant

**TIME: 8:00-5:00 P.M.**

This is a mandatory training as required by Education Code Section 38001.5

**August 29, 30 and 31, 2005**

(Includes materials - lunch on your own)

This series of workshops will provide basic training for Campus Supervisors who have the responsibility for the security and protection of students, personnel, and property at school sites. The training series (three sessions) is designed for all levels of staff, especially campus monitors, campus supervisors, campus security officers, and their immediate supervisors. The full series provides the 24 hours of training required by the Education Code Section 38001.5 for campus security supervisors who work 20 hours or more per week. Participants will receive valuable information that will increase their effectiveness and may reduce their district's potential for liability.

**Location: Marina Village – Anchor Room  
1936 Quivira Way  
San Diego, CA 92109**

\*\*\*\*\*CONFIRMATION WILL BE SENT TO YOU AT SCHOOL SITE VIA FAX\*\*\*\*\*

\*\*\*Please submit registrations by August 19, 2005\*\*\*

NO Refunds unless cancellation is received five (5) days before training

Cost: \$105  Yes! I want to attend the Campus Security Training on August 29 - 31, 2005. Payable to: *Supt. of Schools* - San Diego County Office of Education, 6401 Linda Vista Road, SD, CA 92111 Room 412  
Training begins PROMPTLY at 8:00 a.m. (plan to arrive at 7:45 a.m.) Lunch on your own.

Name: \_\_\_\_\_ Agency/Dist.: \_\_\_\_\_

Ph: (\_\_\_\_) \_\_\_\_\_ School: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Address: \_\_\_\_\_

Office Use Only: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Date Rec'd Reg. \_\_\_\_\_ Conf. Sent: \_\_\_\_\_

PO# \_\_\_\_\_ Check# \_\_\_\_\_

Invoice# \_\_\_\_\_ Date Paid: \_\_\_\_\_

Please Fax completed registration and PO to  
Teresa Achuff- FAX# (858) 571-6046  
Visit our Web Site: [www.sdcoe.net/student/ss](http://www.sdcoe.net/student/ss)

REGISTRATION: For questions regarding this series of workshops, please contact Wayne Sakamoto at (858) 292-3569 or E-mail: [wsakamot@sdcoe.k12.ca.us](mailto:wsakamot@sdcoe.k12.ca.us) To register **FAX** registration to Teresa Achuff at **(858) 571-6046** or **MAIL** to: San Diego County Office of Education, Attn: Teresa Achuff, Room 412, 6401 Linda Vista Rd., San Diego, CA 92111-7399

In accordance with the Americans with Disabilities Act, if you need special accommodations to participate, please contact Teresa Achuff (858-569-5389) at least 48 hours in advance.



The San Diego County Office of Education is a tobacco-free facility. Tobacco use (smoke or smokeless) is prohibited at all times on all areas of facility property. Thank you for your cooperation!