SAN DIEGO UNIFIED SCHOOL DISTRICT

Date: February 28, 2011

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

Subject: COMPREHENSIVE SCHOOL SAFETY PLAN ONLINE

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

Due Date: March 1 of each year

Reference: Administrative Procedure 5000 – Education Code 32280-32289

Action Requested: **SECOND REMINDER -** Complete Requested Actions Online, Do
                                         Not Forward Hard Copy of CSSP to School Police Services

Brief Explanation: Amended Procedures For Submitting The Comprehensive School
                                         Safety Plans

Each year, California law requires that schools prepare Comprehensive School Safety Plans
(CSSP). Each plan consists of approximately ten different criteria, most of which are also found
in District Administrative Procedures. Criterion #3 is the Site Emergency Plan (SEP). The SEP
should not be confused with the overall CSSP, for it is just one component or criteria and is
simply 1/10 of the overall CSSP required by law.

California law further requires each site to involve their school site council, site governance team
or other parent group in the development of the CSSP. Failure to involve one of these groups is
a violation of state law. Specific information regarding this California law can be found at:
www.leginfo.ca.gov. Click California Law, check the Education Code box and enter 32280 in
the search box.

In an effort to assist you with creating, maintaining and updating your CSSP, as well as your
SEP, Police Services has implemented a password protected electronic template format. The
CSSP template has been placed on the District's eTeams website. School sites will no longer
receive the annual CSSP information packet with crime statistics by school mail. All needed
information is now contained electronically within eTeams. Specific information regarding
CSSP and District procedure can be found at:
http://www.sandi.net/20451083144323390/lib/20451083144323390/procedures/pp5000.pdf.

Over the next few months, a police services representative will work with sites to set up their
accounts and gather information for eTeams. Sites should discontinue sending hard copies of
existing plans to School Police Services. Instead, School Police Services will assist all sites in
complying with state law by the March 1 deadline, using the new electronic format. **The online
format should be accessed using a PC with Microsoft Office 2003 or 2007, or 2010.**

Each site administrator has been given "contributor" access to their individual site listing. As a contributor, the site administrator can view, edit, save, and print all CSSP criterions. The SEP and their individual crime statistics are "read only" documents. Each completed criterion will remain on the eTeams website as a repository for future updating. When completed, a final hardcopy of your CSSP, which should include your SEP and crime statistics, should be printed and kept in your administrative office. By law, portions of these documents are to be made available for public review.

The following attachments will give you a detailed procedure for accessing and completing your on-line CSSP. Sites should continue to use their existing CSSP, crime statistics, and SEP until you have been given access to the eTeams website. Further questions should be directed to Police Services, Officer J Price or Lieutenant Rueben Littlejohn at 619-725-7000.

Don Braun
Chief of Police

APPROVED:

Phil Stover
Deputy Superintendent Business

WAK:DB:mf

Distribution: Lists B, D, E, F, and I

Attachments 1, 2

Attachments (2)

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 Plan, and Crime Stats.

Here are the instructions:

Step 1:. Click on the "Staff" tab

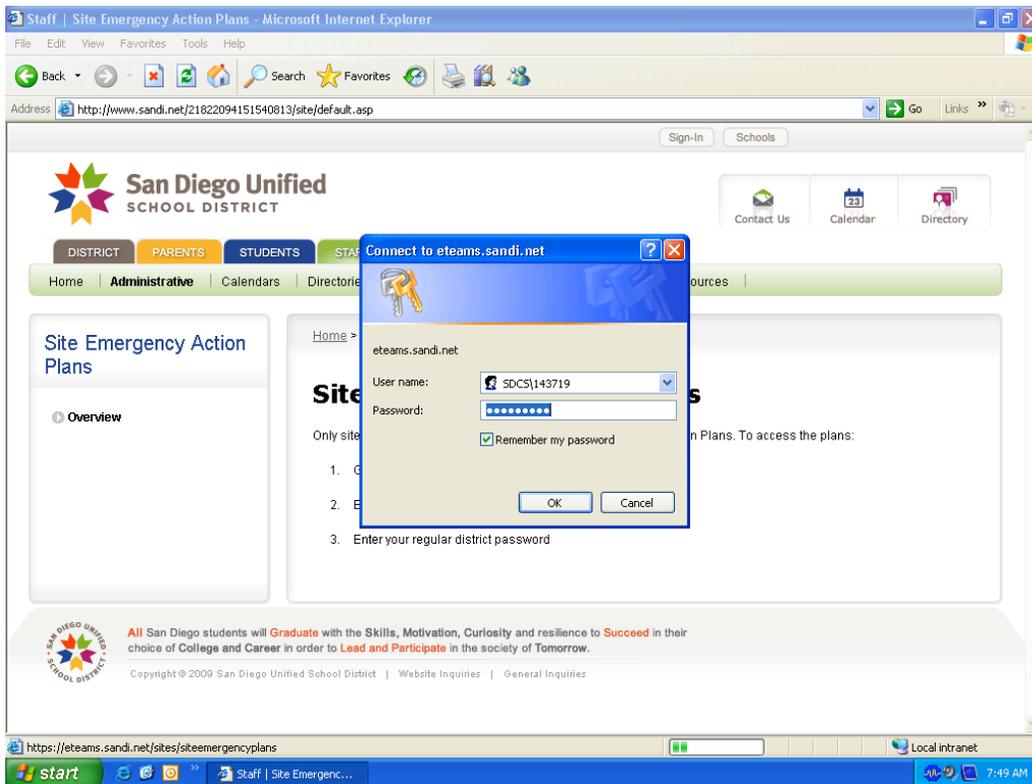**Step 2:**. Go over to the "Administrative" pull down list

Step 3: Click on "Comprehensive School Safety Plan"

Step 4: After reading the first two action lines, click on the underlined URL in action "3."
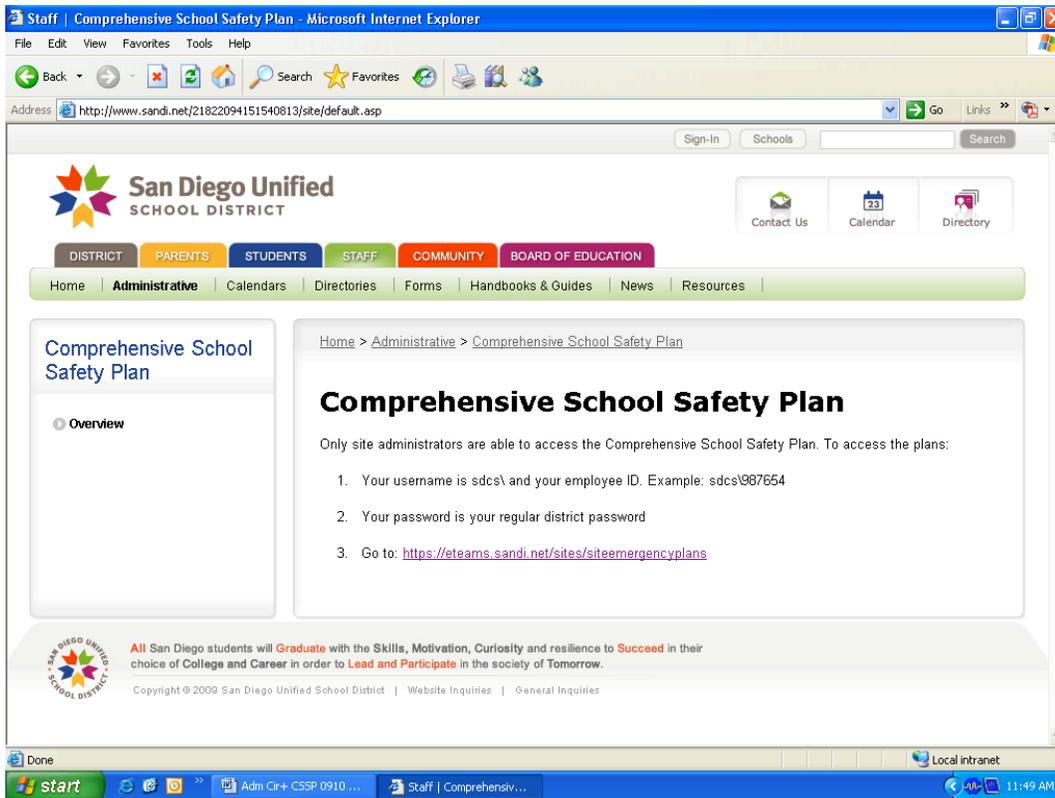
Step 5: For User name enter SDCS\###### (District ID), then enter your normal password
Be sure to check the "Remember my password" box.

Step 6: Click on your site name to access your site folder. You will find the 10 Criterion for the Comprehensive School Safety Plan and the Crime stats for your site. The Site Emergency Plan as described in Criterion 3 is a PDF file at the bottom of the list.

As an administrator, you have been given **Contributor** access allowing you to edit and save each Criterion as needed for your site.
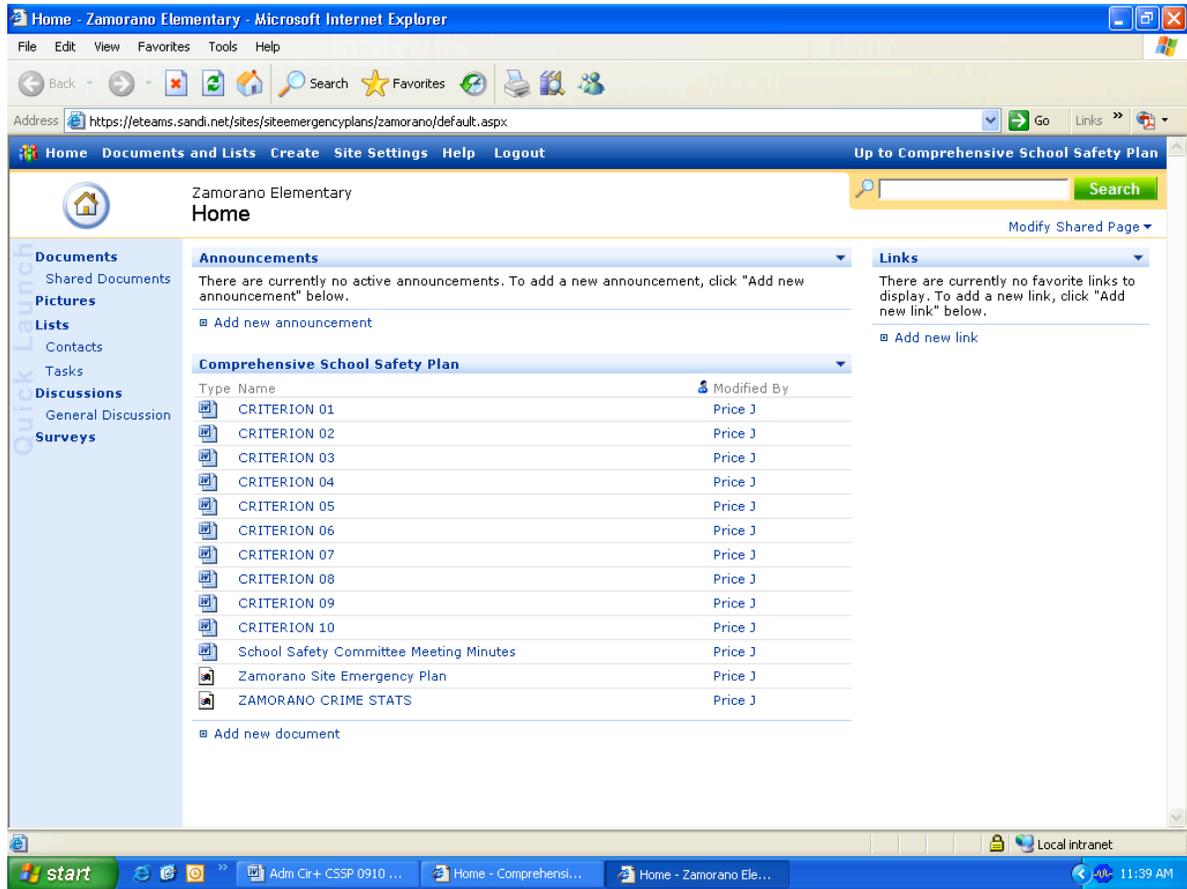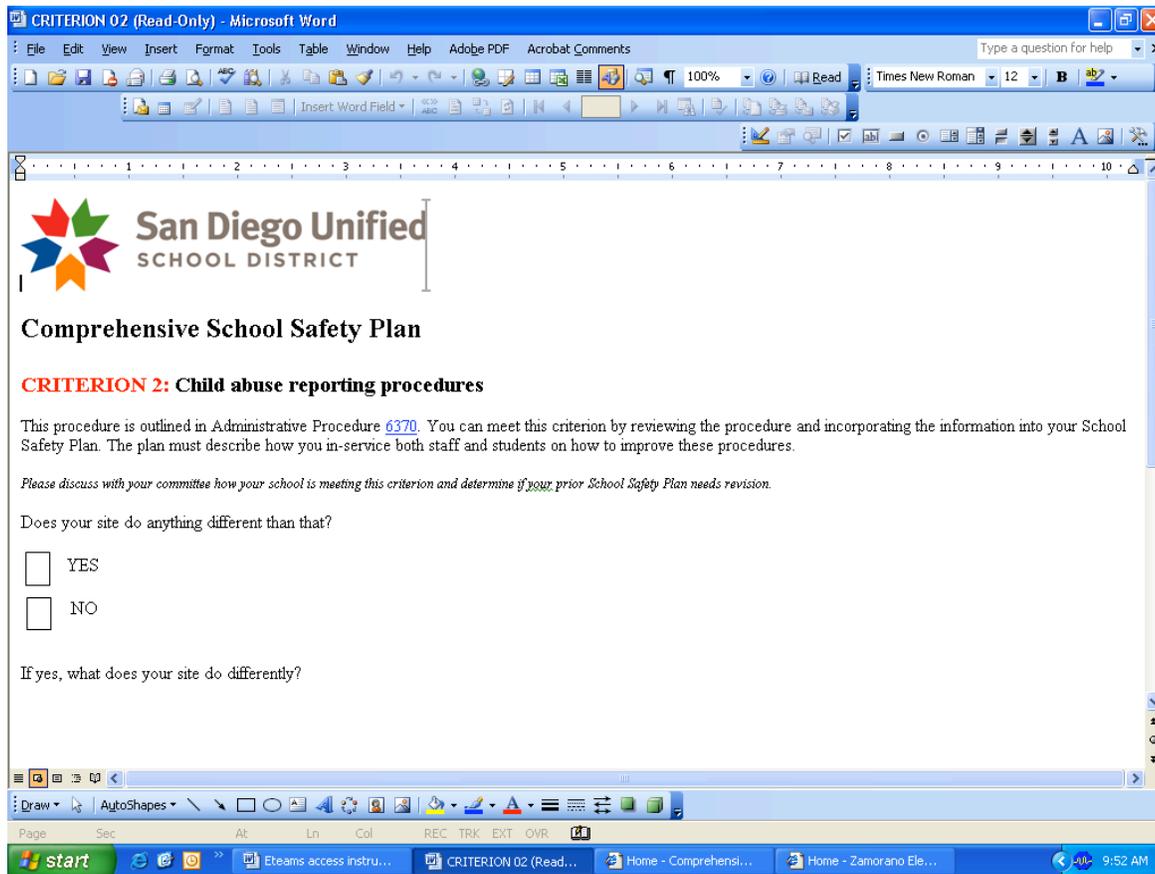
Attachment 2
Using the template

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.

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.