

# NOVATO UNIFIED SCHOOL DISTRICT

## Board Policy

Series 3000

BP 3515.1

### **BUSINESS SERVICES**

#### **SCHOOL SAFETY AND SECURITY**

The principal or designee at each school shall immediately record each incident of school crime on the California Safe Schools Assessment (CSSA) incident form and shall monthly send these forms to the Superintendent or designee. (Penal Code 628-628.2)

The Superintendent or designee shall report school crime information to the California Department of Education or its designee by February 1 of each year for the period of July 1 through December 31 and by August 1 of each year for the period of January 1 through June 30. (Penal Code 628.2)

(cf. 1112 - Media Relations)

Copies of CSSA incident forms and any districtwide aggregated data shall be made available to the public upon request. (Penal Code 628.2)

The district shall make available, for at least three years from the date the report was submitted, supporting data which verifies information contained on the CSSA forms. Such data shall include, but not be limited to: (5 CCR 702)

1. Reports to local law enforcement officers for the crime classifications specified in Education Code 48915(a)-(d)
2. Suspension and expulsion reports which have been reported to the Governing Board for the crime classifications specified in Education Code 48915(a)-(d)

(cf. 5144.1 - Suspension and Expulsion/Due Process)

3. Insurance claims, maintenance records and other documents to verify economic loss, if applicable

(cf. 0510 - School Accountability Report Card)

(cf. 1340 - Access to District Records)

(cf. 3515 - Campus Security)

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The Superintendent or designee shall ensure that staff is made available to participate in interviews during site visits from the California Department of Education. (5 CCR 702)

The Superintendent or designee shall certify to the best of his/her knowledge and belief that the information in each CSSA form is true, accurate and complete prior to submission to the California Department of Education. (5 CCR 704)

#### Legal Reference:

##### EDUCATION CODE

14044 Crimes committed on school grounds

48915 Expulsion

##### PENAL CODE

628-628.6 Reporting of school crime

##### CODE OF REGULATIONS, TITLE 5

700-705 Safe schools assessment programs

#### Management Resources:

##### CDE PUBLICATIONS

Understanding and Reporting School Crime, California Safe Schools Assessment, California Department of Education and Butte County Office of Education, 1995

##### WEB SITES

CDE Safe Schools and Violence Prevention Office: <http://www.cde.ca.gov/spbranch/safety/safetyhome.html>

Butte County Office of Education (CDE's designee): <http://www.cssa.butte.k12.ca.us>

Board Adopted April 17, 2001