

# Salinas City Elementary School District

Business

Regulation #3515.1

## CRIME DATA REPORTING

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) The Butte County Office of Education is currently the CDE's designee for these purposes.

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

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

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)

Note: Pursuant to Ed Code 14044, school districts and county offices of education that fail to submit crime data or intentionally submit misleading data may be sanctioned by the Superintendent of Public Instruction. The sanction is withholding an amount not to exceed one-half of the district Superintendent's annual salary.

Reference: EC 14044, 48915;

ISSUED: January 11, 1999  
PENAL CODE 628-628.6; CODE OF REGS, TITLE 5 700-705; CDE PUBLS: Understanding and Reporting School Crime, 1995; WEB SITES: www.cde.ca.gov, www.cssa.butte.k12.ca.us.

All Rights Reserved by SCESD.

CSBA: 10/98