

Mendocino Unified School District

Business and Noninstructional Operations

Administrative Regulation 3515.1

Reviewed 11/18/93, Revised 2/8/96

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 send these forms monthly 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)

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

The schools and District shall retain copies of CSSA incident forms for three years or until a site validation visit, whichever occurs first.

Legal Reference:

Education Code 14044 Crimes committed on school grounds

Penal Code: 628-628.6 Reporting of school crime

Code of Regulations, Title 5: 700-705 Safe schools assessment programs

Management Resources:

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