CHARLESTON CHARLESTOWNE CHARLESTOWNE	Administrative General Order	68 School Team (SRO/SSRT)	PAGE 1 OF 18
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BY THE AUTHORITY OF THE CHIEF OF POLICE:			

This policy replaces the School Resource Officers and School Security Response Teams Field Guides.

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68.1 PURPOSE

The School Team is comprised of the School Resource Officer Unit (SROs) and the School Security Response Team (SSRT). Through two separate, but related, objectives the School Team will facilitate the development of positive relationships by instilling an atmosphere of approachability, mutual respect, and trust within the school to which the officer is assigned or the cluster to which the officer is assigned. This is done to create a safe and secure school environment while developing and maintaining a successful working relationship between police, school administrators, staff, parents, and students. The

unit will establish a high visible police presence in the schools/clusters they serve by assigning a specially selected and trained uniformed officer to elementary, middle, high schools or geographical clusters with multiple schools.

<u>Mission</u>

To protect, serve and provide safety and security for our schools by establishing partnerships with community and school administrations, continued development and training, provide mentorship to the youth of our community and maintain readiness for any critical incident within the Charleston area.

Vision

SRO/SSRT will accomplish this mission through maintaining a high level of training, professional standard, mentorship/counseling, and provide excellent service for the ever changing challenges in society to provide a safe and secure environment throughout the educational system.

68.2 ORGANIZATION

School Resource Unit

The School Resource Officer Unit will be assigned to Team 6 (Schools) and it will be supervised by two SRO Sergeants, which report to the Team 6 Commander. The SRO Unit will be divided into two geographical areas for effective supervision:

1. One Sergeant is responsible for schools on the Peninsula and James Island (Teams 1, 2, 3-James Island)

2. One Sergeant is responsible for schools on Johns Island, West Ashley, and Daniel Island (Teams 3-Johns Island, 4 and 5 schools).

The School Resource Officer Unit supervisors will determine scheduling, training related to the duties of the position, and assignments.

School Security Response Team

The SSRT will be supervised by two SSRT Sergeants, which report directly to the Team 6 Commander.

There will be eighteen (18) members of SSRT and they will be organized into six clusters of three officers. Ideally, each cluster will have at least one Senior Police Officer (SPO) or Master Police Officer (MPO). The unit will be divided into two geographical areas for better supervision and accountability:

- 1. One Sergeant for Clusters 1, 2 and 3
- 2. One Sergeant for Clusters 4, 5, and 6.

68.3 SELECTION PROCESS

SRO/SSRT Members will be selected pursuant Charleston Police Department Administrative General Order 9 – Responsibilities of Administration, subsection 9.7.

Eligibility

- 1. An officer must be released for independent duty.
- 2. Express a desire to participate in the SRO/SSRT Unit.
- 3. Have a minimum of "Meets expectations" rating on his/her most recent annual evaluation.
- 4. Receive a favorable recommendation from his/her supervisor.
- 5. There will be a review of the applicant's personnel file, evaluations and Professional Standards record (Disciplinary action is not an automatic disqualifier but it will be considered prior to allowing an officer to proceed through the remainder of the process.).

Selection Process

The division commander or his/her designee will make a vacancy announcement at least 15 days prior to the start of the selection process. The selection process will include, at a minimum, an oral interview panel. The oral interview panel will

include three to five evaluators. These evaluators will include the Team Commander, one or more members of the unit, a command level person from outside of the Team and/or a City of Charleston employee from a department that has a working relationship with the Charleston Police Department.

68.4 SCHOOL THREATS

The purpose of the following process is to ensure any threat made can be addressed appropriately and as quickly as possible, since threat assessment and preemptive action are two of the best tools to combat active shooters, bomb threats, etc.

SRO

- 1. Notify the SRO Sergeant and begin gathering all pertinent information in regards to the parties involved.
- 2. The SRO will be responsible for completing the incident report for the situation.
- 3. To facilitate the response to school threats and incidents involving schools, SRO officers will participate in the CPD Shadowing Program (Central Detective Unit) or attend the CPD detective course (when feasible), to assist in the urgent investigative response. By SRO completing this investigative follow up, these officers will have more direct contact with the school, administrators and students. Case Management Dashboard will be used by the SRO and monitored by his/her Supervisor for accountability.
- 4. The SRO Sergeant will notify the Team Commander, Central Investigations (CID) and the SSRT Sergeant of the situation.

CID, once notified, will respond and be responsible for conducting any follow up investigations. CID responds under these circumstances so that the incident can be investigated with the appropriate sense of urgency and consistency at all CPD staffed campuses. This will facilitate the proper documentation, charging of offenders (if applicable), or mitigation of fear if the incident is discovered to be a false threat or misunderstanding.

SSRT

- 1. If officers respond to a call for a threat or alleged threat involving any educational institution, then they will gather all the pertinent information and prepare an incident report. If the institution is a college with its own Public Safety Department, it should be notified to handle the initial report and the CPD will assist, as needed.
- 2. Central Detectives will be notified, respond, and conduct any follow-up investigation (or coordination with the investigators of the respective Public Safety Department.) This is so that the incident can be investigated with an appropriate sense of urgency. This will facilitate the proper documentation, charging of offenders (if applicable), or mitigation of fear if the incident is discovered to be a false threat or misunderstanding.
- 3. To facilitate the response to school threats and incidents involving schools, SSRT officers will participate in the CPD Shadowing Program (Central Detective Unit) or attend the CPD detective course (when feasible), to assist in the sense of urgency investigative response. By SSRT completing this investigative follow up, these officers will have more direct contact with the school, administrators and students.
- 4. In the event an SSRT Officer investigates an incident, he/she will use the RMS Case management dashboard for documentation and completion of the investigations. The Supervisor will monitor Case Management for accountability. CID will be notified prior to the assigning of the incident.
- 5. The officer or his supervisor will ensure that the Team Lieutenant or the acting CDO is notified of the threat event.
- 6. The Team Lieutenant or acting CDO will ensure that the Senior Chain of Command up to the Chief of Police is notified of the threat event and any action steps that are occurring or in place.
- 7. The Team Lieutenant or acting CDO will also ensure that the Team 6 Commander and SSRT commanding officer are notified and fully briefed on the incident.

8. The SSRT officers' mission is primarily focused on schools without a traditional SRO assigned, and as such they must continue to provide the coverage in their clusters. However, the SSRT officers from the nearest cluster to the target location will be tasked with familiarizing themselves with the target location and surroundings. Educational institutions will do this initial familiarization in a staged and individual check so they can continue to provide the expected coverage of their assigned clusters. Over the investigative period, the SSRT officers will do periodic walk and talks at the location until the investigation is concluded. This will allow for proper response, assessment, and mitigation until such time as the potential threat is addressed. This will also be managed by the SSRT commanding officer so as to not have a negative impact on their daily operation and expectations within their assigned school clusters.

68.5 SCHOOL RESOURCE OFFICER

The SRO's are placed in the schools outlined in the Memorandum of Understandings (MOU) developed between the Charleston Police Department and each respective school district. The School Resource Officer (SRO) will perform in an enforcement and investigative capacity and will seek the cooperation of school administrators to the benefit of all within the school and community. The SRO will function as an advisor, mentor, and positive role model to students as well as provide an additional educational resource to the school.

68.6 SRO OBJECTIVE

The SRO Unit involves the assignment of police officers from the Charleston Police Department to work directly in the high schools, middle schools and some elementary schools within the City of Charleston. The purpose of these assignments is an effort to establish a partnership with school personnel, parents and students.

The goals of this partnership include the following:

- 1. Maintain a safe and secure environment on campus.
- 2. Prevent criminal activities and disturbances.
- 3. Promote positive attitudes regarding police functions.
- 4. Instill students with a sense of their rights and responsibilities as citizens.
- 5. Establish a positive working relationship with the school and surrounding community.
- 6. Prevent juvenile delinquency.
- 7. Mentor and provide guidance to students.
- 8. Educate administration and CCSD regularly about trends that may affect school, students and community (ex. criminal trends, violence, gang awareness training).
- 9. Work with CCSD and School Administration to develop programs, alternatives and intervention options to handle incidents, gang activity, arrest vs no arrest options and overall officer to student interaction.

The SRO will attempt to prevent criminal offenses committed on school property by:

- 1. Patrolling the school campus in order to maintain a highly visible presence and deterrence to criminal activity.
- 2. Investigating crimes that occur within the school and on school property.
- 3. Conferring with the principal to develop plans and strategies to prevent and/or minimize dangerous situations on or near the campus.
- 4. Developing positive relationships with students and staff.
- 5. Supporting or implementing outreach programs both in school and after school.
- 6. Participate in safety drills such as fire, Secure, Lockdown, Hold, Evacuate and Shelter as scheduled by school administrators.

68.7 SRO DUTIES AND RESPONSIBILITIES

Understanding that juvenile behavioral issues are best handled by school administrators, the SRO will not act as a school disciplinarian. The SRO will not enforce or investigate violations of school rules or policies or become involved with matters that are strictly school discipline issues.

The duties and responsibilities of an SRO are based on the NASRO *Triad Concept of SRO Responsibility: Law Enforcement Officer, Informal Counselor and Educator.* Leading to the overall goal of mentorship and strengthening relationships. Specific duties and responsibilities of the SRO include, but are not limited to:

Law Enforcement Officer

- 1. The primary duty of the SRO is to ensure a safe and crime free learning environment in schools.
- 2. The SRO will act to prevent an active shooter and, in the event of an active shooter, to respond and stop the threat to the students, faculty and visitors.
- 3. The SRO will work with students, teachers and school administrators to identify and address problems that make students feel unsafe on the school campus.
- 4. The SRO will remain on his/her assigned school campus from school opening until school closing unless otherwise directed by the Charleston Police Department.
- 5. The SRO will initiate investigations of violations of criminal laws occurring on school property or involving school personnel or students.
- 6. The SRO will be responsible for obtaining off-duty officers to work school related functions such as athletic events. In this role, the SRO will coordinate and confer with appropriate school staff regarding security plans for these events as needed.
- 7. The SRO will notify the school administration of any emergency police action or threat that occurs on or near campus.
- 8. The SRO will act as a liaison between the school and the police department for school related issues as it pertains to information sharing as permitted by state and federal law.
- 9. The SRO will work with school administrators to develop a safety plan that addresses critical incidents as well as minor school incidents requiring additional police response.
- 10. The SRO will prevent and reduce the occurrence of criminal activity on school property by establishing a highly visible police presence.
- 11. The SRO will take law enforcement actions as required against intruders and unwanted guest who may appear at school and school related functions to the extent that the SRO may do so under authority of the law.
- 12. In the event that the SRO becomes aware of a threat to his/her school, students or school staff members the SRO must immediately notify the SRO Sergeant.
- 13. The SRO will work with administrators and school district security officials to review campus security measures, such as security cameras, entry procedures, and fire/lockdown drills.

Informal Counselor

The Charleston Police Department is committed to diverting youth from the criminal justice system when appropriate; therefore, SROs will consider alternatives to arrest by referring youth to various service providers. (Examples of appropriate alternatives include but are not limited to; Mobile Crisis, Department of Social Services or existing in-school programs or counselling programs).

- 1. The SRO will attempt to resolve any problems between the school and the surrounding residential or business communities so that the schools will maintain a viable relationship with the surrounding community.
- 2. The SRO will promote youth based crime prevention programs such as, but not limited to; Camp Hope and the Charleston Police Explorers.
- 3. The SRO will pursue improved cooperation among the schools, communities, students, parents, other agencies and the police.
- 4. SROs will provide individual mentorship to students when appropriate.
- 5. The SRO will identify students by direct contact or information from school personnel who need or may need the assistance of other social services.
- 6. The SRO will encourage individual and small group discussions with students, based upon materials covered in class, to further establish rapport with the students.
- 7. When requested by the Principal, the SRO shall attend parent and faculty meetings to solicit support and understanding of the SRO program.
- 8. The SRO will make themselves available for conferences with students, parents and faculty members in order to assist them with problems of a law enforcement or crime prevention nature.
- 9. The SRO will become familiar with all community agencies which offer assistance to youth and their families, such as mental health clinics, drug assistance centers, etc. The SRO will make referrals to such agencies when necessary thereby acting as a resource person to students, parents, faculty and staff.
- 10. The SRO will act to de-escalate potential conflicts among students in an attempt to prevent issues positively before they escalate into criminal activity such as assaults or harassment.
- 11. The SRO will organize discussion groups between students and officers to discuss current local issues, relationships between officers and community, national issues, violence, social media, and anything students would like to discuss, not only with officers but between themselves. The focus will be the high schools and middle schools.

Educator

- 1. The SRO will act as an instructor for specialized short term programs at all schools when approved to do so by the Principal or a member of the faculty.
- 2. The SRO will coordinate all of his/her activities and programs with the Principal and staff members concerned and will seek advice and guidance prior to enactment.
- 3. The SRO will develop expertise in presenting various law related subjects to students.
- 4. The SRO will coordinate with Administration/CCSD to facilitate Gang Awareness Training presented by the Criminal Intelligence Unit (CIU). This promotes awareness for potential violence in schools, indicators, education, and provides opportunity for discussion/implementation of assistance programs and alternative intervention options. It also provides opportunity mentor programs, national intervention programs (grants), existing CCSD/School programs, alternatives, and ways to identify and investigate potential threats.
- 5. The SRO will explain the role of law enforcement in society by participating in lectures, displays and special events.
- 6. The SRO will serve as a law related educator and be available to teach law related topics when possible. This function is secondary to the SRO's primary duty as law enforcement officer.
- 7. The SRO will serve as a law related advisor and a resource for students, parents and school staff regarding criminal justice issues.

In addition to the above mentioned duties and responsibilities SROs will submit daily activity reports and End of Shift Reports (highlighting significant events at the school for the day) to the SRO Sergeant. This will assist with compiling the Department's information and data for the Monthly Report submitted to CCSD tracking incidents, SRO activity, arrests (Charleston Area Justice Ministry) and SRO overall school involvement (Notable events).

68.8 SUPERVISION: SRO SERGEANT DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities of the SRO Sergeant include, but are not limited to:

- 1. The SRO Sergeant will act as a liaison between the Charleston Police Department and the schools and school districts it serves.
- 2. The SRO Sergeant will be responsible for the daily supervision of the SROs assigned to the SRO Unit.
- The SRO Sergeant will be responsible for the scheduling, training and assignment of the SROs assigned to the SRO Unit.
- 4. The SRO Sergeant will be responsible for the collecting, maintaining and disseminating (as directed) data, as it pertains to juvenile arrests and criminal activity reported at respective schools.
- 5. The SRO Sergeant will be responsible for the approval of all arrests made by SROs as it relates to their duties as SROs. This is to ensure that all department policies and guidelines are being followed and that the law is being applied consistently at all schools.
- 6. The SRO Sergeant will immediately notify the Team Commander, Division Commander, Deputy Chief and Chief of Police of any arrest made on school grounds via email.
- 7. The SRO Sergeant will immediately notify the Team Commander, Central Investigations and the SSRT Sergeant of any potential threat to a school.

68.9 SRO TRAINING

All SROs must attend the SRO Course at the South Carolina Criminal Justice Academy or NASRO course within one year of permanent transfer into the unit. Further, the SRO Unit will conduct in house firearms and Active Shooter/Tac Med training biannually in addition to annual mandatory department block training. Also, all will attend the annual CCSD annual 3-day training conducted at the beginning of the school year. Additional training will be the responsibility of the individual SROs.

68.10 SCHOOL SECURITY RESPONSE TEAM OBJECTIVE

In the wake of the Sandy Hook Elementary School shooting in Newtown, Connecticut, which took the lives of 26 children and adults, cities across the country have been faced with important decisions regarding how to advance safety and security processes and procedures to prevent further tragedies. To prevent, mitigate and respond to these events, the Charleston Police Department, through approval of the Mayor and City Council, created the School Security Response Team (SSRT). The School Security Response Team (SSRT) is created to specifically focus on prevention, mitigation, and response pertaining to countering threats against elementary schools and private/charter schools within the City. The SSRT is specially trained in countermeasures that could be employed against gunmen and other threats to student and staff safety. These officers are part of the Layers of Security or Defense in Depth concept being utilized in most school security plans.

68.11 SSRT DUTIES AND RESPONSIBLITIES

The SSRT are deployed in geographic clusters that ensure resources are available within reasonable distances to respond quickly to any event occurring on a school property. The Team's sole responsibility is to create a random pattern of visitation and visibility at schools located within each of the six geographic clusters. The officers do not answer calls for service outside their cluster unless they involved life threatening events, and therefore, are not diverted from the primary focus of

school security and response.

Officers assigned to SSRT are trained in intelligence gathering and response tactics, appropriately equipped to counter any attack scenario, and properly supervised to ensure that the CPD is offering safety and security to schools within the City and developing relationships with administrators, teachers, and students. While we want these officers to be problem-solvers, role models for children, and partners in improving overall safety, the primary function is not to be coaches, teachers, and guidance counselors, which are encouraged roles for traditional School Resource Officers. However, SSRT Officers are encouraged to assist in those areas, should an area be identified by a school or officer where assistance could help and have a positive impact.

Building trust and relationships between the police and students will be an important facet of this initiative. The SSRT members will become well known to the school staff and students within each specific cluster and create open lines of communication to address problems and respond to school safety issues. This will be achieved in many ways; primarily through their focus on prevention, mitigation, and emergency response. Therefore, they will also work hand in hand with school security personnel to assist with safety audits, emergency planning, exercises, and drills. The SSRT members will be constantly familiar with response plans, security protocols, and weakness that might be exploited. Their goal will be to constantly improve these elements by working with their partners to build redundancies that deter, prevent, delay, and address security threats in a manner that build capabilities for the most successful emergency response. Also, they will be attentive to information and intelligence gathering that may assist in recognizing, identifying, and preventing threats that might emerge.

By being flexible, developing information and relationships within the school and surrounding communities, working with other information and intelligence sources, constantly monitoring and probing the security posture of schools in their area of operation, and working with administrators and security staff to audit and exercise safety plans, the overall security awareness and level of preparedness will be heightened, which can become another significant security layer.

They complete school and City building security assessments to provide security recommendations and guidance in creating emergency action plans to make such locations safer.

68.12 SSRT TRAINING

The SSRT will conduct in-house firearms and Active Shooter/Tac Med training biannually in addition to annual mandatory department block training. Also, all will attend the annual CCSD annual 3-day training course conducted at the beginning of the school year. Further SSRT officers are encouraged to attend the SRO Course at the South Carolina Criminal Justice Academy or NASRO course to enhance the officer's ability in school relations. Additional training will be the responsibility of the individual officers.

68.13 SEARCHES, SEIZURES AND INTERVIEWS

Searches and Seizures

- 1. The SRO will not conduct administrative searches.
- 2. Police searches of students and their property on school premises are generally subject to the same legal requirements for a search warrant and probable cause as other searches.
- 3. Exceptions to the search warrant requirement (e.g. consent to search, emergency situations) that apply to non-school searches also apply to school searches.
- 4. School officials may conduct searches of students and their property without a warrant but with reasonable suspicion.

- 5. Searches conducted by school officials upon the request of, or with the active participation of the police, require a search warrant.
- 6. Officers may only accompany school officials who are conducting a search without a search warrant but may not participate with school officials in the search either directly or indirectly.
- 7. The SRO will only seize property as it relates to criminal activity.

Interviews

The interviewing of students is addressed in Charleston Police Department Administrative General Order 40.6 Juveniles on School Grounds:

"Before any effort is made to question a student on school grounds, the officer will contact the school principal, or designee, and the assigned SRO. The officer will ask the principal to contact the student's parent or guardian, indicating that a police officer has requested to interview the student and gain the consent of the parent/guardian prior to the questioning.

- 1. If the parent/guardian requests that the questioning take place in his/her presence, the questioning will be delayed until the parent/guardian arrives.
- 2. If the parent/guardian denies permission for an interview at the school, the student will not be called from class.

If the police officer receives permission for the interview a school staff member, rather than the police officer, will call the student from class to the school office. In the event that the officer believes they have not received proper cooperation from a school official the officer will report the situation to the officer's superior and to the proper school official."

SROs will not enlist school officials or employees to conduct interviews, inquires or similar fact-finding activities regarding students as part of an investigation. School officials who act at the direction of or on behalf of the interests of the police constructively become police officers and, in so doing, must abide by the legal provisions pertaining to a police officer. Police officers are not precluded from questioning school officials with regard to their knowledge of youths in their charge, their activities and similar matters.

68.14 DE-ESCALATION

In accordance with CPD General Order 23.8 De-Escalation, SRO's should attempt to diffuse potentially violent conflicts among students by utilizing verbal persuasion, officer presence and, when necessary, separation of those in conflict. Furthermore, SRO's are encouraged to proactively develop positive relationships with students to provide proper influence in an attempt to resolve conflicts prior to those disputes rising to a level of physical conflict. When reasonable, under the totality of circumstances, officers should gather information, access risks, assemble resources and attempt to de-escalate volatile situations utilizing rational decision making.

68.15 STUDENT ARRESTS

Under no circumstances will an SRO or any other officer with the Charleston Police Department charge a student with *Disturbing School* (SC Statute 16-17-420 or City Code 21-107).

Pursuant to CPD General Order 40.5 Juvenile Investigations: Officers are required to utilize the least coercive methods available to accomplish the police mission during interactions with juveniles.

Police officers are provided discretion regarding their decisions to arrest. Factors to be weighed in determining whether to arrest, divert a juvenile from the criminal justice system through outright release, or other options as offered by the courts, department, or related agencies are: seriousness of the crime, age, and circumstance of the juvenile offender, offender's prior record (if any) and availability of local rehabilitation resources.

Additionally, SRO's will be cognizant that some types of student misbehavior may technically meet existing statutory requirements for non-violent misdemeanor offenses, however upon considering all factors involved, may be best handled outside of the Juvenile Criminal Justice System.

Additional guidance for these situations is located in CPD General Order 30: Authority to Exercise Alternatives to Arrest which states in section 30.1: "From time to time, by the nature of their employment, police officers may face situations where the interests of all concerned are best served by utilizing methods other than conventional arrests. Discretion is inherent to the police profession and may result in the officer applying a wide spectrum of incident reaction ranging from warnings to custodial arrest. The purpose of this directive is to provide some guidance as to when discretion is appropriate and when it is not."

SRO's will not be responsible for requests to resolve routine discipline problems involving students. The administration of student discipline, including student code of conduct violations and misbehavior is the responsibility of the school administrators unless the violations involve criminal conduct. Minor, non-violent behavioral violations will be resolved by school administration.

In the event that a student violates the law and an arrest is imminent the following procedure will be followed:

- 1. The SRO must immediately notify the SRO Sergeant of the situation.
- 2. The SRO Sergeant will make a determination if an arrest is appropriate based on the applicable laws of the state, codes of the city and policies and procedures of the department.
- 3. The SRO Sergeant will then notify the Team Commander, Division Commander, Deputy Chief and the Chief of Police of the incident via email.
- 4. When an arrest does occur the SRO will consider and comply with the recommendations of the Juvenile Detention Risk Assessment Instrument in determining the detention or custodial release of juvenile offenders, unless it is overridden by a supervisor.
- 5. In the event of the arrest of an adult student the SRO will cite and release the student unless the arrest is for felony or serious misdemeanor.
- 6. In general, arrests/charges of students will result in release to parents or guardians at the incident location unless the circumstances of the incident or criminal charge are significant in nature resulting in custodial detention.

68.16 MEMORANDUM OF UNDERSTANDING

Memorandums of Understanding (MOU's) will be developed between the Charleston Police Department and each respective School District in which the CPD SRO's are assigned. MOU's will be established yearly and include effective dates of the agreement. The MOU will clearly define the roles and responsibilities of the partners involved. All MOU's will be signed and dated by the City of Charleston Mayor and Chief of Police as well as the respective school district Superintendent or Charter School Principal.

68.17 CLUSTER MAPS

Outlined below are the six geographic clusters that will be staffed by SSRT.

Prior to the beginning of the school year, the clusters should be re-evaluated to ensure the clusters contain the maximum amount of schools.































