



# CAPISTRANO UNIFIED SCHOOL DISTRICT

33122 VALLE ROAD, SAN JUAN CAPISTRANO CA 92675  
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December 4, 2018

The Honorable Charles Margines  
Presiding Judge of the Superior Court  
700 Civic Center Drive West  
Santa Ana, CA 92701

RE: 2017-2018 Orange County Grand Jury Report  
*Safer Schools - What Can We Do?*  
Response of Capistrano Unified School District


To the Honorable Charles Margines:

We received your letter, late afternoon, on November 14, 2018. Due to the Thanksgiving holiday break, November 19 - 23, 2018, at which time our offices were closed, staff was provided the request on November 26, 2018. Please accept this response, and our thanks for your understanding. We take all requests and timelines seriously.

To ensure compliance with Penal Code 933.05(b), the District has developed a Safety Database that tracks all safety issues on campuses including all incidents of unauthorized access. School sites are required to complete a Google form and submit it to the District electronically within 24 hours of an incident. All reports are recorded and tracked via this form.

The Board is kept apprised of all incidents either through an email, for significant issues, or by a weekly log report for non-critical issues. The District will report unauthorized access to school sites to the Orange County Department of Education on a quarterly basis.

Sincerely,



Kirsten M. Vital  
Superintendent

Enclosure: Law Enforcement Contact Log

cc: Orange County Grand Jury  
700 Civic Center Drive West  
Santa Ana, CA 92701

# Law Enforcement Contact Log

This form is to be completed whenever law enforcement is called to a school site. Each event is to be logged separately, even if it is the same day.

Your email address ([ledearinger@capousd.org](mailto:ledearinger@capousd.org)) will be recorded when you submit this form. Not **ledearinger**? [Sign out](#)

\* Required

## 1. School Site \*

Mark only one oval.

- High School      *Skip to question 2.*
- Middle School      *Skip to question 3.*
- Elementary      *Skip to question 4.*

## High School

### 2. Location -HS \*

Mark only one oval.

- Aliso Niguel High School      *Skip to question 5.*
- Cal Prep Academy      *Skip to question 5.*
- Capistrano Valley High School      *Skip to question 5.*
- Dana Hills High School      *Skip to question 5.*
- San Clemente High School      *Skip to question 5.*
- San Juan Hills High School
- Serra High School      *Skip to question 5.*
- Tesoro High School      *Skip to question 5.*

## Middle School

### 3. Location - MS

Mark only one oval.

- Aliso Viejo Middle School      *Skip to question 5.*
- Arroyo Vista Middle School      *Skip to question 5.*
- Bernice Ayer Middle School      *Skip to question 5.*
- Capistrano Home/Virtual School      *Skip to question 5.*
- Carl Hankey Middle School      *Skip to question 5.*
- Don Juan Avila Middle School      *Skip to question 5.*
- Ladera Ranch Middle School      *Skip to question 5.*
- Las Flores Middle School      *Skip to question 5.*
- Marco Forster Middle School      *Skip to question 5.*
- Newhart Middle School      *Skip to question 5.*
- Niguel Hills Middle School      *Skip to question 5.*
- Shorecliffs Middle School      *Skip to question 5.*
- Vista Del Mar Middle School      *Skip to question 5.*

## Elementary School

### 4. Location - ES

Mark only one oval.

- Ambuelh Elementary School *Skip to question 5.*
- Arroyo Vista Elementary School *Skip to question 5.*
- Bathgate Elementary School *Skip to question 5.*
- Benedict Elementary School *Skip to question 5.*
- Bergeson Elementary School *Skip to question 5.*
- Canyon Vista Elementary School *Skip to question 5.*
- Capistrano Home/Virtual School *Skip to question 5.*
- Carl Hankey Elementary School *Skip to question 5.*
- Chaparral Elementary School
- Concordia Elementary School *Skip to question 5.*
- Del Obispo Elementary School *Skip to question 5.*
- Don Juan Avila Elementary School *Skip to question 5.*
- Esencia Elementary School *Skip to question 5.*
- George White Elementary School *Skip to question 5.*
- Hidden Hills Elementary School *Skip to question 5.*
- Kinoshita Elementary School *Skip to question 5.*
- Ladera Ranch Elementary School *Skip to question 5.*
- Laguna Niguel Elementary School *Skip to question 5.*
- Las Flores Elementary School *Skip to question 5.*
- Las Palmas Elementary School *Skip to question 5.*
- Lobo Elementary School *Skip to question 5.*
- Malcom Elementary School *Skip to question 5.*
- Marblehead Elementary School *Skip to question 5.*
- Moulton Elementary School *Skip to question 5.*
- Oak Grove Elementary School *Skip to question 5.*
- Oso Grande Elementary School *Skip to question 5.*
- Palisades Elementary School *Skip to question 5.*
- Philip Reilly Elementary School *Skip to question 5.*
- R.H. Dana Elementary School *Skip to question 5.*
- R.H. Dana ENF Elementary School *Skip to question 5.*
- San Juan Elementary School *Skip to question 5.*
- Tijeras Creek Elementary School *Skip to question 5.*
- Viejo Elementary School *Skip to question 5.*
- Vista Del Mar Elementary School *Skip to question 5.*
- Wagon Wheel Elementary School *Skip to question 5.*
- Wood Canyon Elementary School *Skip to question 5.*
- Option 37

## Record of Incident

**5. Date \***

*Example: December 15, 2012*

**6. Time of Contact \***

*Mark only one oval.*

- Before School
- Between the start of school and lunch
- End of the school day
- After regular school hours

**7. Who Responded? \***

*Check all that apply.*

- SRO
- Dispatch
- SMART
- CAT
- Fire Department
- Paramedics
- Other:

**8. Name(s) of Deputy onsite? \*****9. Students Involved (7 digit ID only) \***

**10. Reason for call? \***

*Check all that apply.*

- Assault
- Fight
- Threat to Person
- Vandalism
- Student Disruption
- Sexual Assault
- Threat to Campus
- Drugs
- Suicide Risk Assessment
- Unauthorized person accessing campus
- Other:

**11. Describe the incident that lead up to calling law enforcement \***

Please be sure you use the 7 seven digit Student ID when describing the incident.

**12. Describe what happened after law enforcement arrived \***

Please be sure to use the 7 digit Student ID

**13. Were parents notified? \***

*Mark only one oval.*

- Yes
- No

**14. Was a report taken? \***

*Mark only one oval.*

- Yes
- No

**15. If a report was taken list the report number below**

**16. List any follow up action that will be needed regarding this incident \***

Please be sure that you report all follow up, including potential follow up with victims.

**17. Name and title of person completing this form \***

A copy of your responses will be emailed to [ledearinger@capousd.org](mailto:ledearinger@capousd.org)

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