



6885 Orangethorpe Ave.  
Buena Park, California  
90620  
(714) 522-8412  
www.bpsd.us

## Governing Board

**Rhodia Shead**  
President  
Trustee Area 1

**Tharwa Ahmad**  
Clerk/President Pro Tem  
Trustee Area 3

**Jason Chong**  
Member  
Trustee Area 2

**Brenda Estrada**  
Member  
Trustee Area 4

**Jerry Frutos**  
Member  
Trustee Area 5

**Dr. Julienne Lee**  
Superintendent

September 12, 2023

The Honorable Maria Hernandez  
Presiding Judge  
Orange County Superior Court  
700 Civic Center Drive West  
Santa Ana, CA 92701

Re: Buena Park School District's response to the 2022-2023 Orange County Grand Jury Report: "School Shooting: How Prepared are Orange County Public Schools?"

To the Honorable Maria D. Hernandez,

Enclosed are the following:

- Buena Park School District's Response to the 2022-2023 Orange County Grand Jury Report: "School Shooting: How Prepared are Orange County Public Schools?"
- Appendix E 2022-2023 Orange County Grand Jury School Safety Questionnaire For Public Schools
- Buena Park School District Policy 0450: Comprehensive Safety Plan
- Buena Park School District Policy 1112: Media Relations
- Buena Park School District Policy 1250: Visitors/Outsiders
- Buena Park School District Policy 1313: Civility
- Buena Park School District Policy 3515: Campus Security
- Buena Park School District Policy 3515.2: Disruptions
- Buena Park School District Policy 3515.7: Firearms On School Grounds
- Buena Park School District Policy 3516: Emergencies And Disaster Preparedness Plan
- Buena Park School District Policy 4158: Employee Security
- Buena Park School District Policy 5131.7: Weapons And Dangerous Instruments
- Buena Park School District Policy 5142: Safety

Should you have any questions, I can be reached at (714) 994-9235 or [Mmagboo@bpsd.us](mailto:Mmagboo@bpsd.us).

Best Regards,

Michael Magboo  
Chief Operating Officer  
Buena Park School District



6885 Orangethorpe Ave.  
Buena Park, California  
90620  
(714) 522-8412  
www.bpsd.us

## Governing Board

**Rhodia Shead**  
President  
Trustee Area 1

**Tharwa Ahmad**  
Clerk/President Pro Tem  
Trustee Area 3

**Jason Chong**  
Member  
Trustee Area 2

**Brenda Estrada**  
Member  
Trustee Area 4

**Jerry Frutos**  
Member  
Trustee Area 5

**Dr. Julianne Lee**  
Superintendent

September 12, 2023

The Honorable Maria Hernandez  
Presiding Judge  
Orange County Superior Court  
700 Civic Center Drive West  
Santa Ana, CA 92701

Re: Buena Park School District's Response to the 2022-2023 Orange County Grand Jury Report: "School Shooting: How Prepared are Orange County Public Schools?"

To the Honorable Maria D. Hernandez:

In accordance with California Penal Code sections 933 and 933.05, the Orange County Grand Jury has requested that the Fullerton School District respond to findings and recommendations in the 2022-2023 Orange County Grand Jury report entitled "School Shootings: How Prepared are Orange County Public Schools," published on June 14, 2023. Below are the responses of the Fullerton School District, as approved by the Board of Education on September 11, 2023.

### **Buena Park School District's Responses to the 2022-2023 Grand Jury Investigation titled School Shootings: How Prepared Are Orange County Public Schools?**

#### **Findings Responses**

**Finding 1:** Law enforcement, first responders, and other stakeholders have demonstrated a strong interest in working cooperatively with Orange County public schools to mitigate the risk of an active shooter incident; establishment of MOUs between law enforcement and school districts would strengthen this cooperation.

#### **The Buena Park School District agrees with this finding.**

**Finding 2:** All Orange County public schools studied by the Grand Jury stated that they conducted or have scheduled drills within the current school year on emergency procedures addressing intruders on campus, but not all have done so specifically regarding armed assailants.

**The Buena Park School District dis-agrees with this finding specifically regarding armed assailants. The Buena Park School District provided two separate Active Shooter training for all staff in the Fall of 2022. The Buena Park School District is**

**planning on providing Active Shooter training for all District sites in the Fall of 2023.**

**Finding 3:** While all districts prioritize the safety of students and staff, the attention and resources devoted to active shooter preparedness and response vary from district to district.

**The Buena Park School District agrees with this finding.**

**Finding 4:** Safety and security plans for on-campus before and after-school programs are not adequately addressed by school districts.

**The Buena Park School District agrees with this finding but is taking steps in the 2023/2024 school year to address this issue.**

**Finding 5:** While many Orange County public schools have installed fences, cameras, and other methods to address the issue of active shooters on a campus, there are still opportunities for improvement.

**The Buena Park School District agrees with this finding.**

**Finding 6:** Not all schools utilize a system for monitoring campus visitors.

**The Buena Park School District dis-agrees with this finding. All school sites including the Buena Park School District office uses the Raptor system prior to COVID.**

**Finding 7:** While there is an increased awareness of the benefits of mental health counseling, not all school districts have implemented these programs in all schools.

**The Buena Park School District dis-agrees with this finding regarding implementing these programs. Mental health counseling has been implemented at all District sites for students, families, and staff in the 2022/2023 school year.**

**Finding 8:** School Resource Officers (SROs) are a valuable asset for school safety, yet many cities/districts do not allocate sufficient funds to hire needed officers.

**The Buena Park School District dis-agrees with this finding regarding hiring School Resource Officers (SROs) as the Buena Park School District has partnered with the Buena Park Police Department for an SRO since 2018.**

**Finding 9:** Not all classrooms have window shades, tinted glass, or film to obstruct the interior view from the outside.

**The Buena Park School District agrees with this finding.**

**Finding 10:** The camera surveillance systems utilized on many campuses require repairs, replacement, or additions.

**The Buena Park School District agrees with this finding.**

**Finding 11:** Many schools do not have perimeter fencing completely enclosing their campus.

**The Buena Park School District dis-agrees with this finding. All District schools have fencing completely enclosing the campuses.**

**Finding 12:** A number of school districts have school site administrative offices that remain unlocked on a daily basis.

**The Buena Park School District agrees with this finding.**

### **Recommendation Responses**

**Recommendation 1:** Each Orange County school district should arrange for local law enforcement to do an annual safety inspection of each school. The written safety checklist should include an audit of the integrity of site boundaries and a review of safety plans and policies. This annual safety audit should commence with the 2023-24 school year by October 1, 2023, and annually thereafter. (F1, F10, F11)

**The recommendation has not yet been implemented but will be implemented by the 2024/2025 school year. This year the Buena Park School District has hired a third-party school safety and security company to assess all school sites and the Buena Park School District office.**

**Recommendation 2:** All Orange County school districts should establish a threat identification and assessment system for all school sites to monitor social media, screen for messages of concern, and manage information received in coordination with local law enforcement using MOUs, if necessary, by July 1, 2024. (F1, F3)

**The Buena Park School District disagrees with this finding. The cost and manpower overhead is too high for small school districts. Instead the Buena Park School District has implemented a tip line for any reason for all students, families, and community stakeholders. We encourage our families to Speak Up for Safety through our tip line or directly with staff and administrators.**

**Recommendation 3:** Each Orange County school district, in conjunction with law enforcement, should develop and implement tabletop exercises to be conducted in district schools by December 31, 2023, and annually thereafter. (F2)

**The recommendation has not yet been implemented but will be implemented by August 2024.**

**Recommendation 4:** Each Orange County school district should work with local law enforcement to plan and conduct a district-wide active shooter drill by July 1, 2024, and at least every other year thereafter. (F2)

**The recommendation has been implemented, and Active Shooter drills have been implemented with the Buena Park Police Department (BPPD) and have been scheduled for the 2023/2024 school year with BPPD support.**

**Recommendation 5:** All Orange County school districts should develop a casualty care training program for each school in their district, to be in place by the end of the first semester of the 2023-24 school year and provided annually thereafter. (F3)

**The recommendation has not yet been implemented but will be implemented by January 2023.**

**Recommendation 6:** Safety and security plans for on-campus before and after-school programs need to be addressed more thoroughly by school districts, by July 1, 2024. (F4)

**The recommendation has been implemented. All before and after-school programs will have safety and security plans by July 1, 2024.**

**Recommendation 7:** Each Orange County school district should obtain and incorporate perimeter camera systems in all district schools by July 1, 2024, or earlier if financially able to do so, and investigate the potential use of cameras that incorporate Artificial Intelligence to enhance threat detection and prevention. (F5, F10)

**The recommendation has been implemented, but the Buena Park School District is investigating the addition of more cameras and upgrading the recording system to include enhanced threat detection and prevention.**

**Recommendation 8:** All Orange County school districts should review entry procedures on all campuses with an eye toward the use of perimeter fencing, the use of single point entry, and the use of a buzzer and camera system for entry into the main/administrative offices. (F5, F12)

**The Buena Park School District agrees with this finding, and has implemented new perimeter fencing, and will revisit District fencing needs every summer. The Buena Park School District is currently implementing a proof of concept for a buzz through video system. After our review, the Buena Park School District will make a determination to follow up or hold off. The Buena Park School District is working with a security consultant to provide a security review of each campus to provide more information on next steps with respect to entry procedures. This will be implemented this Fall.**

**Recommendation 9:** Each Orange County school district should Identify and implement a parent and visitor management system for each school site within the school district. This is to include identified access points, badges, or a similar identification procedure to be implemented by July 1, 2024. (F6, F11, F12)

**The recommendation has been implemented since 2018.**

**Recommendation 10:** Each Orange County school district should implement training for all staff to identify threat-related behaviors and provide a procedure for reporting the behavior by the beginning of the 2024-25 school year. (F7)

**The recommendation has been implemented since in 2021.**

**Recommendation 11:** All Orange County school districts should develop a plan to implement or enhance mental health counseling for all schools by December 31, 2024. (F7)

**The recommendation has been implemented since 2021.**

**Recommendation 12:** Each Orange County School District should assess the need for SROs or additional SROs, reaching out to appropriate community partners to facilitate funding by July 1, 2024. (F8)

**The recommendation has been implemented and an SRO is being funded by the Buena Park School District. The Buena Park School District is investigating the need for additional SROs.**

**Recommendation 13:** All Orange County school districts should investigate and consider bullet resistant or tinted film covering for school windows by December 31, 2023. (F9)

**The Buena Park School District is evaluating this option but has not determined if or when this would be implemented. The costs are prohibitive for small school districts.**

Appendix E

2022-2023 Orange County Grand Jury  
 School Safety Questionnaire  
 For Public Schools

Mailing Address: OC Grand Jury, 700 W Civic Center Dr, Santa Ana, CA 92701  
 e-mail Address: [grandjurysupport@occourts.org](mailto:grandjurysupport@occourts.org)

*Admonition: This correspondence and your response to it are strictly confidential. This confidential document may only be discussed with those individuals responsible for or needed to answer the survey questions. This means that the contents of this survey and your answers are not to be released to the public or shared with anyone not directly involved in responding without the prior written authorization of the Orange County Superior Court or Orange County Grand Jury. The Grand Jury assures you that it will maintain the confidentiality of site-specific information provided in each response, will not publicly disclose anything that could lead to the identity of any respondents, and thanks you in advance for your cooperation.*

School District: Buena Park School District  
 Public School: Yes  
 Grade Levels: Pre-school through grade 8 Enrollment: 4000  
 Respondent's Name and Title: Michael Magboo, Chief Operating Officer  
 Phone Number: 714-994-9236 e-mail: mmagboo@bpsd.us  
 Response Date: Sep 12, 2023

Note: If more room is required to provide the requested information, you may include an additional document numbered to indicate the question.

1. Does your school have a Comprehensive School Safety Plan (CSSP)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (also select 'Other' and explain) <input type="checkbox"/> Other (please explain): _____
2. How often is the CSSP updated and approved?	<input checked="" type="checkbox"/> Annual <input type="checkbox"/> Other (please explain) _____
3. Does your school perform a Safety Assessment as part of the CSSP development process?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> Other (please explain) <u>Yes, starting this year</u>
4. Does your school have a written policy (or policies) and/or procedure(s) regarding visitor access to your school campus during school hours?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> District Policy Only <input type="checkbox"/> No

**Please submit your CSSP, Safety Assessment, and all School Safety policies and procedures to the Grand Jury, preferably electronically to the e-mail address: [grandjurysupport@occourts.org](mailto:grandjurysupport@occourts.org) near the top of this page, including policies and procedures that address approved visitor lists, visitor rules and protocols, intruders or unauthorized persons and response protocols, active shooter protocols, lockdowns, evacuations, student release and other related topics.**

<p>5. Who is responsible for campus access policy development, periodic reviews, approval, and/or training? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> Principal  <input checked="" type="checkbox"/> Additional School Administrators  <input checked="" type="checkbox"/> District Superintendent  <input checked="" type="checkbox"/> District Administrators and/or Staff  <input checked="" type="checkbox"/> School Board  <input checked="" type="checkbox"/> Crisis Team Leaders  <input checked="" type="checkbox"/> School Site Council  <input checked="" type="checkbox"/> Local Law Enforcement  <input checked="" type="checkbox"/> Outside Consultants  <input type="checkbox"/> Other (please list) _____          _____</p>
<p>6. A printed or electronic copy of the campus access policy is distributed to: (Check all that apply)</p>	<p><input checked="" type="checkbox"/> District Administrators  <input checked="" type="checkbox"/> School Administrators  <input checked="" type="checkbox"/> Teachers  <input type="checkbox"/> Substitute Teachers  <input checked="" type="checkbox"/> Support Staff  <input checked="" type="checkbox"/> Maintenance Staff  <input type="checkbox"/> Parents  <input type="checkbox"/> Students  <input checked="" type="checkbox"/> School Volunteers  <input type="checkbox"/> Law Enforcement  <input type="checkbox"/> Other (please list) _____          _____</p>
<p>7. The campus access policy is available in the following languages: (Check all that apply)</p>	<p><input checked="" type="checkbox"/> English  <input checked="" type="checkbox"/> Spanish  <input type="checkbox"/> Vietnamese  <input checked="" type="checkbox"/> Korean  <input type="checkbox"/> Other (please list) _____</p>
<p>8. What funding sources has your school utilized to finance school safety improvements?</p>	<p><input checked="" type="checkbox"/> Bond Issue(s)  <input checked="" type="checkbox"/> Federal Funds/Grants  <input checked="" type="checkbox"/> State Funds/Grants  <input type="checkbox"/> Fundraisers  <input type="checkbox"/> Philanthropic Entities/Donations  <input type="checkbox"/> Other _____</p>



SCHOOL SHOOTINGS: HOW PREPARED ARE OC PUBLIC SCHOOLS

<p>9. What are the attributes of the fence installed around your school? (Check all that apply)</p>	<p><input type="checkbox"/> Ten feet and higher  <input checked="" type="checkbox"/> Eight to ten feet  <input checked="" type="checkbox"/> Six to eight feet  <input checked="" type="checkbox"/> Less than six feet  <input type="checkbox"/> Single point of entry  <input checked="" type="checkbox"/> Multiple points of entry with locking gates  <input type="checkbox"/> Multiple points of entry (no gates)  <input type="checkbox"/> No fence</p>
<p>10. Who receives training regarding visitor/ intruder access to your campus? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> District Administrators  <input checked="" type="checkbox"/> School Administrators  <input type="checkbox"/> Teachers  <input type="checkbox"/> Substitute Teachers  <input checked="" type="checkbox"/> Support Staff  <input type="checkbox"/> Maintenance Staff  <input type="checkbox"/> Parents  <input type="checkbox"/> Students  <input type="checkbox"/> School Volunteers  <input checked="" type="checkbox"/> Other (please list) <u>School Office Staff</u>  <u>Tech Staff</u></p>
<p>11. How often is intruder response training provided? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> Periodically  <input checked="" type="checkbox"/> Annually  <input type="checkbox"/> Start of Semester/Semi-annually  <input type="checkbox"/> Start of Quarter/Quarterly  <input type="checkbox"/> Monthly  <input type="checkbox"/> New Hire/Staff Transfers (including Teachers)  <input type="checkbox"/> Other (please explain) _____</p>
<p>12. Does your campus conduct active drills for intruders?</p>	<p><input type="checkbox"/> Yes – Only campus personnel  <input type="checkbox"/> Yes – Campus personnel and students  <input type="checkbox"/> Yes – Campus personnel and law enforcement  <input checked="" type="checkbox"/> Yes – Campus personnel, students, and law enforcement  <input type="checkbox"/> No</p>
<p>13. Is there a system in place to alert the entire campus about the presence of intruders?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No – Only partial (please explain): _____  <input type="checkbox"/> No (please explain) _____</p>
<p>14. Are intruder incident reports prepared and filed with law enforcement?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>15. Are intruder logs submitted periodically to the school district?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No Staff submit incident logs to the District</p>

**SCHOOL SHOOTINGS: HOW PREPARED ARE OC PUBLIC SCHOOLS**

16. Are intruder events shared with other schools in Orange County?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
17. Are intruder events shared with other schools in the state?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
18. Can classroom doors be locked from inside the classroom?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
19. Can office, gymnasium, auditorium, and cafeteria doors be locked from inside?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> Some (please list _____) _____ <input type="checkbox"/> No
20. Can classrooms be locked from a central location, such as the main office?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
21. Is there video surveillance of the campus?	<input checked="" type="checkbox"/> Yes (check all that apply) <input checked="" type="checkbox"/> Exteriors <input type="checkbox"/> Offices <input type="checkbox"/> Hallways <input type="checkbox"/> Classrooms <input type="checkbox"/> Auditorium/Theatre <input type="checkbox"/> Gymnasium <input type="checkbox"/> Cafeteria <input type="checkbox"/> Other (please list) _____ _____ <input type="checkbox"/> No
22. How does staff distinguish between students and non-students of similar age?	<u>Please explain:</u> <u>All middle school students wear an photo ID card (grades 6 - 8). Teachers and staff monitor their students for the elementary schools (P - 5).</u> _____
23. Whom does your school allow onto campus other than students and staff during the school day? (Check all that apply)	<input checked="" type="checkbox"/> Parent/Guardian/Family of Student <input checked="" type="checkbox"/> School Volunteers <input checked="" type="checkbox"/> Vendors <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Delivery Personnel <input checked="" type="checkbox"/> Family of Staff <input type="checkbox"/> Other (please list) _____
24. Does your campus utilize Raptor or another identity verification system for visitors?	<input checked="" type="checkbox"/> Yes, Raptor (Skip to 28) <input type="checkbox"/> Other (please list) _____ <input type="checkbox"/> No
25. Are visitors required to show picture identification and sign in at the main office?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

SCHOOL SHOOTINGS: HOW PREPARED ARE OC PUBLIC SCHOOLS

<p>26. What information is included on temporary visitor badges? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> Name  <input checked="" type="checkbox"/> Date  <input checked="" type="checkbox"/> Destination on campus  <input type="checkbox"/> Other (please list _____)</p>
<p>27. Are logs maintained of all visitors to your campus?</p>	<p><input checked="" type="checkbox"/> Yes  <input type="checkbox"/> No</p>
<p>28. Who is required to wear a visible temporary visitor's badge? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> Parent/Guardian/Family of Student  <input checked="" type="checkbox"/> School Volunteers  <input checked="" type="checkbox"/> Vendors  <input checked="" type="checkbox"/> Contractors  <input checked="" type="checkbox"/> Delivery Personnel  <input checked="" type="checkbox"/> Family of Staff  <input type="checkbox"/> Other (please list _____)</p>
<p>29. Are visitors required to sign out and surrender temporary visitor badges when leaving the campus?</p>	<p><input type="checkbox"/> Yes, always  <input checked="" type="checkbox"/> Yes, sometimes (please explain) _____              Unless they are returning during that week.  <input type="checkbox"/> No (please explain _____)</p>
<p>30. Who is required to wear a photo identification badge while on campus during the school day? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> District Administrators  <input checked="" type="checkbox"/> School Administrators  <input checked="" type="checkbox"/> Teachers  <input checked="" type="checkbox"/> Substitute Teachers  <input checked="" type="checkbox"/> Support Staff  <input checked="" type="checkbox"/> Maintenance  <input checked="" type="checkbox"/> Parents  <input type="checkbox"/> Students  <input checked="" type="checkbox"/> School Volunteers  <input type="checkbox"/> Other (please list) <u>Middle School Students</u></p>
<p>31. Does your school allow any visitors onto campus without signing in during the school day?</p>	<p><input type="checkbox"/> No  <input checked="" type="checkbox"/> Yes (please explain) <u>Only contractors that are working within a confined gated area, or if they are being escorted by staff</u></p>
<p>32. If a visitor accesses the campus without checking in, how is the visitor located, tracked, and identified?</p>	<p>Please explain: <u>We attempt to track them down and escort them to the office, once the office is aware.</u></p>
<p>33. Who is equipped with two-way communication devices? (Check all that apply)</p>	<p><input checked="" type="checkbox"/> School Administrators  <input checked="" type="checkbox"/> School Staff  <input type="checkbox"/> Teachers  <input type="checkbox"/> Substitute Teachers  <input checked="" type="checkbox"/> Maintenance Staff  <input type="checkbox"/> Coaches  <input checked="" type="checkbox"/> Other <u>District staff</u></p>

**SCHOOL SHOOTINGS: HOW PREPARED ARE OC PUBLIC SCHOOLS**

34. Is there a policy in place to alert the office staff about school employees or family members of students with active restraining orders?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (please explain) <u>There is no District policy, but all information concerning active restraining orders for a enrolled student are shared through the Student Information System</u>
35. Is there a procedure in place that encourages the reporting of weaknesses or failures in any campus security systems?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No BPSD has a community tip line and staff can report to M&O
36. What are your biggest concerns regarding your ability to secure your school campus from outside intrusion?	Please explain: <u>funding and lack of qualified personel</u> _____ _____
37. Does your school have a Wellness Program on campus to identify students who may be in crisis and provide behavioral and mental health support to prevent the crisis from becoming violent?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (please describe): <u>MTSS (multi-tiered system of supports), SST (Student Study Team), Crisis response team, and a wellness room at each middle school</u> _____ _____
38. If your school was granted additional funding for security, how would the school use it?	Please explain: <u>add more cameras, install buzz through gate/door access at all school sites, provide more staff for the before and after school programs for safety monitoring.</u>
39. Are there any other security measures in place at your school that were not revealed in prior questions and answers?	<input checked="" type="checkbox"/> Yes (please explain): <u>All schools reduce the number of entrances to the campus to one during the School day.</u> <input type="checkbox"/> No
40. Is there anything else about your school's security that you wish the Grand Jury to know?	<input type="checkbox"/> Yes (please explain): _____ _____ _____ <input checked="" type="checkbox"/> No
41. Please provide the names and contact information of anyone else to whom the Grand Jury may reach out to, other than those identified in Question 2, should it have additional or follow-up questions:	Please list: _____ _____ _____ _____

**Policy 0450: Comprehensive Safety Plan**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 03/13/2023 | Last Reviewed Date: 03/13/2023

The Governing Board recognizes that students and staff have the right to a safe and secure campus where they are free from physical and psychological harm. The Governing Board is fully committed to maximizing school safety and to creating a positive learning environment that teaches strategies for violence prevention and emphasizes high expectations for student conduct, responsible behavior and respect for others.

The school site council at each district school shall develop a comprehensive school safety plan relevant to the needs and resources of that particular school. New school campuses shall develop a safety plan within one year of initiating operations. (Education Code 32281, 32286) The plan shall take into account the school's staff, available resources and building design, as well as other factors unique to the site. (Education Code 32281)

In addition, the Superintendent shall ensure the development of a site-level plan aligned with the district plan and tailored to the specific concerns of each school.

The comprehensive safety plan(s) shall be reviewed and updated by March 1 of each year and forwarded to the Governing Board for approval. (Education Code 32286, 32288)

The Governing Board shall review the comprehensive safety plan(s) in order to ensure compliance with state law, Board policy, and administrative regulation and shall approve the plan(s) at a regularly scheduled meeting.

By October 15 of each year, the Superintendent shall notify the California Department of Education (CDE) of any schools that have not complied with the requirements of Education Code 32281. (Education Code 32288)

**Tactical Response Plan**

Notwithstanding the process described above, any portion of a comprehensive safety plan that includes tactical responses to criminal incidents that may result in death or serious bodily injury at the school site, including steps to safeguard students and staff, secure affected school premises, and apprehend the criminal perpetrator(s), may be developed by district administrators in accordance with Education Code 32281. In developing such strategies, district administrators shall consult with law enforcement officials and with a representative of an employee bargaining unit, if he/she chooses to participate.

The principal shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, the Governing Board may choose to prohibit public disclosure of those portions of the comprehensive safety plan that include tactical responses to criminal incidents.

When reviewing the tactical response plan, the Board may meet in closed session to confer with law enforcement officials and approve the tactical response plan, provided that any vote to approve the tactical response plan is announced in open session following the closed session. (Education Code 32281)

**Safety Plan(s) Access and Reporting**

The Superintendent or designee shall ensure that an updated file of all safety-related plans and materials is readily available for inspection by the public. (Education Code 32282)

However, those portions of the comprehensive safety plan that include tactical responses to criminal incidents shall not be publicly disclosed.

The Superintendent or designee shall share the comprehensive safety plans and any updates to the plans with local law enforcement, the local fire department, and other first responder entities. (Education Code 32281)

---

---

**Policy 1112: Media Relations**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 05/26/2020 | Last Reviewed Date: 05/26/2020

---

The Governing Board respects the public's desire for and right to information and recognizes that the media significantly influence the community's understanding of school programs, student achievement, and school safety. In order to develop and maintain positive media relations, the Governing Board and Superintendent shall reasonably accommodate media requests for information and to provide accurate, reliable and timely information.

In conjunction with the Superintendent or designee, the Board shall periodically establish priorities and key messages for proactively communicating with the media regarding current district issues, activities, or needs.

Media representatives are welcome at all public Board meetings and shall receive meeting agendas upon request.

**Agenda/Meeting Materials**

Media representatives, like all other visitors, shall register immediately upon entering any school building or grounds when school is in session.

Staff may provide the media with student directory information, as identified in AR 5125.1 - Release of Directory Information, unless the student's parent/guardian has submitted a written request that such information not be disclosed. The district shall not release other student records or personally identifiable student information that is private or confidential as required by law, Board policy or administrative regulation.

**Interviewing and Photographing Students**

The district shall not impose restraints on students' right to speak freely with media representatives. However, interviewing and photographing students shall not create substantial disruption to the orderly operation of the school or impinge on the rights or safety of students. Therefore, the district shall encourage media representatives who wish to interview or photograph students at school to make prior arrangements with the principal.

**Media Contacts/Spokespersons**

The Superintendent or designee shall identify the district's and/or site's primary media contact to whom all media inquiries shall be routed. Spokespersons designated to speak to the media on behalf of the district include the Governing Board president, Superintendent, public information officer, or district communications director. Other Board members and/or staff may be asked by the Superintendent to speak to the media on a case-by-case basis, depending on their expertise on an issue or appropriateness given a particular situation.

The Superintendent shall provide training on effective media relations to all designated spokespersons.

**Crisis Communications Plan**

The Superintendent or designee shall develop strategies for working with the media to provide timely and accurate information to students, parents/guardians, and the community during a crisis or natural disaster. The crisis communications plan may include, but not be limited to, identification of a media center strategies for press conference logistics, and development and integration of both internal and external notification systems, including public address systems, social media, web site postings, and text alerts.

The Superintendent shall include local law enforcement, media representatives, and district technology personnel in the crisis planning process.

---

---

**Policy 1250: Visitors/Outsiders**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 08/13/2012 | Last Reviewed Date: 08/13/2012

---

The Governing Board believes that it is important for parents/guardians and community members to take an active interest in the issues affecting district schools and students. Therefore, the Board encourages interested parents/guardians and community members to visit the schools and participate in the educational program.

To ensure the safety of students and staff and minimize interruption of the instructional program, the Superintendent shall establish procedures which facilitate visits during regular school days. Visits during school hours should be first arranged with the teacher and Principal. If a conference is desired, an appointment should be set with the teacher during noninstructional time.

To ensure the safety of students and staff and avoid potential disruptions, all visitors shall register immediately upon entering any school building or grounds when school is in session.

For purposes of school safety and security, the Superintendent may design a visible means of identification for visitors while on school premises.

No electronic listening or recording device may be used by students or visitors in a classroom without the teacher and principal's permission. (Education Code 51512)

The Board encourages all individuals to assist in maintaining a safe and secure school environment by behaving in an orderly manner while on school grounds and by utilizing the district's complaint processes if they have concerns with any district program or employee. In accordance with Penal Code 626.7, the principal or designee may request that any individual who is causing a disruption, including exhibiting volatile, hostile, aggressive, or offensive behavior, immediately leave school grounds.

**Presence of Sex Offender on Campus**

Any person who is required to register as a sex offender pursuant to Penal Code 290, including a parent/guardian of a district student, shall request written permission from the principal before entering the school campus or grounds. As necessary, the principal shall consult with local law enforcement authorities before allowing the presence of any such person at school or other school activity. The principal also shall report to the Superintendent anytime he/she gives such written permission.

---

---

**Policy 1313: Civility**

**Status:** ADOPTED

**Original Adopted Date:** 12/13/2021 | **Last Reviewed Date:** 12/13/2021

---

The Governing Board recognizes the impact that civility has on the effective operation of the district, including its role in creating a safe and positive school climate and enabling a focus on student well-being, learning, and achievement. The Board believes that each person should be treated with dignity and respect in their interactions within the school community.

The Board understands that the First Amendment provides strong protection for speech. However, the Board expects that all speech and expression will comport with norms of civil behavior on district grounds, in district facilities, during district activities or events, and in the use of district electronic/digital systems and platforms.

Civil behavior is polite, courteous, and reasonable behavior which is respectful to others and includes integrity, honesty, acceptance, timeliness, dependability, observance of laws and rules, and effective communication.

The Board and district staff shall model civil behavior as an example of behavior that is expected throughout the district. Practices that promote civil behavior include actively listening, giving full attention to the speaker, and refraining from interruptions; welcoming and encouraging participation, input, and feedback through stakeholder engagement; promptly responding to concerns; and embracing varying and diverse viewpoints. Such practices may be incorporated into governance standards adopted by the Board or Superintendent and/or professional standards or codes of conduct for employees as specified in district policies and regulations.

Students, staff, parents/guardians, and community members should be educated in the recognition, development, and demonstration of civil behavior. The Superintendent or designee may incorporate related concepts in the curriculum, provide staff development activities, and/or communicate this policy to the school community.

Students, staff, parents/guardians, and community members shall not communicate or behave in a manner that causes disruption; hinders the orderly conduct of district operations, the educational program, or any other district program or activity; or creates an unsafe learning or working environment. The Superintendent or designee may respond to disruptive, violent, or threatening behavior in accordance with law and as specified in BP/AR 3515.2 - Disruptions.

Behavior by students or staff that is discriminatory, harassing, or intimidating, including sexual harassment, bullying, and/or hate violence, or behavior that is in any other way unlawful, is prohibited and is subject to discipline in accordance with law and as specified in district policy and regulations.

---



---

**Policy 3515: Campus Security**

**Status:** ADOPTED

**Original Adopted Date:** 02/25/2008 | **Last Revised Date:** 03/13/2023 | **Last Reviewed Date:** 03/13/2023

---

The Governing Board is committed to providing a school environment that promotes the safety of students, staff, and visitors to school grounds. The Governing Board also recognizes the importance of protecting district property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures, which may be included in the district's comprehensive safety plan and/or site-level safety plans. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

**Reporting Threats**

Any certificated or classified employee, or other school official, whose duties bring the employee or other school official in contact on a regular basis with students in any of grades 6-12, as part of a middle or high school, who are alerted to or observe any threat or perceived threat of a homicidal act, as defined, shall immediately report the threat or perceived threat to law enforcement in accordance with Education Code 49393. (Education Code 49390, 49393)

Threat or perceived threat means any writing or action of a student that creates a reasonable suspicion that the student is preparing to commit a homicidal act related to school or a school activity. This may include possession, use, or depictions of firearms, ammunition, shootings, or targets in association with infliction of physical harm, destruction, or death in a social media post, journal, class note, or other media associated with the student. It may also include a warning by a parent, student, or other individual.

Additionally, anyone who receives or learns of a health or safety threat related to school or a school activity is encouraged to report the threat to a school or district administrator.

**Surveillance Systems**

In consultation with the district's school site council, safety planning committee, other relevant stakeholders, and staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous and targeted locations around school buildings and grounds. These signs shall state that the facility uses video surveillance equipment for security purposes and that the equipment may or may not be actively monitored at any time. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur and that the recordings may be used in disciplinary proceedings, and/or referred to local law enforcement, as appropriate.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

---

---

**Policy 3515.2: Disruptions**

**Status:** ADOPTED

**Original Adopted Date:** 05/14/2001 | **Last Revised Date:** 03/13/2017 | **Last Reviewed Date:** 03/13/2017

---

The Governing Board is committed to keeping the school free from disruptions and to keeping unauthorized persons from entering school grounds. The Superintendent shall provide for the prompt removal from school premises of any individual who disrupts or threatens to disrupt normal school operations, threatens the health and safety of students or staff, or causes or threatens to cause damage to district property or to any property on school grounds.

District and school site safety plans shall specify action to be taken, including specific staff responsibilities, when an individual is causing a disruption. School staff shall be trained to recognize when an individual has committed acts that constitute a disruption in violation of Governing Board policy.

Any employee who believes that a disruption may occur shall immediately contact the principal. The principal or designee shall notify law enforcement in accordance with Education Code 48902 and 20 USC 7151 and in other situations, as appropriate.

---

**Policy 3515.7: Firearms On School Grounds**

**Status:** ADOPTED

**Original Adopted Date:** 03/13/2017 | **Last Revised Date:** 06/11/2018 | **Last Reviewed Date:** 06/11/2018

The Governing Board is committed to providing a safe environment for students, staff, and visitors on campus. The Superintendent shall consult with local law enforcement, insurance carriers, and other appropriate individuals and agencies to address the security of school campuses.

Possession of a firearm on or within 1,000 feet of school grounds is prohibited, except under the limited circumstances specified in Penal Code 626.9. School grounds include, but are not limited to, school buildings, fields, storage areas, and parking lots. (Penal Code 626.9)

If a district employee observes or suspects that any unauthorized person is in possession of a firearm on or near school grounds or at a school activity, he/she shall immediately notify the principal or designee and law enforcement.

The prohibition against the possession of firearms on school grounds shall be included in the district's comprehensive safety plan and shall be communicated to district staff, parents/guardians, and the community.

---

**Policy 3516: Emergencies And Disaster Preparedness Plan**

**Status:** ADOPTED

**Original Adopted Date:** 05/14/2001 | **Last Revised Date:** 02/08/2010 | **Last Reviewed Date:** 02/08/2010

In order to save lives and protect property, all district staff and students must be prepared to respond quickly and responsibly to emergencies, disasters and events which threaten to result in a disaster.

The Governing Board shall grant the use of school buildings, grounds, and equipment to public agencies, including the American Red Cross, for mass care and welfare shelters during disasters or other emergencies affecting the public health and welfare. The Board shall cooperate with such agencies in furnishing and maintaining whatever services they deem necessary to meet the community's needs. (Education Code 32282)

School employees are considered disaster service workers and are subject to disaster service activities assigned to them. (Government Code 3100)

---

**Policy 4158: Employee Security**

Status: ADOPTED

Original Adopted Date: 05/14/2001 | Last Revised Date: 10/28/2013 | Last Reviewed Date: 10/28/2013

The Governing Board desires to provide a safe, orderly working environment for all employees. As part of the district's comprehensive school safety plan, the Superintendent shall develop strategies for protecting employees from potentially dangerous persons and situations and for assisting them in the event of an emergency situation.

The Superintendent shall ensure that employees are informed, in accordance with law, regarding crimes and offenses by students who may pose a danger in the classroom.

Any employee against whom violence or any threat of violence has been directed in the workplace shall notify the Superintendent immediately. The Superintendent shall initiate legal and security measures to protect the employee and others in the workplace. In addition, the Superintendent may initiate legal proceedings against any individual to recover damages for injury caused by the willful misconduct of that individual to the person or property of an employee or another person on district premises.

The Superintendent shall ensure that employees are trained in crisis prevention and intervention techniques in order to protect themselves and students. Staff development may include training in classroom management, effective communication techniques and crisis resolution, and protocols related to emergency scenarios including an active shooter or intruder scenario.

The Governing Board recognizes that access to two-way communications devices allows employees to call for assistance from their supervisor or law enforcement in the event of threat of violence or medical emergency. The district shall provide such communications devices in classrooms to the extent possible.

**Reporting of Injurious Objects**

The Governing Board requires employees to take immediate action upon being made aware that any person is in possession of an unauthorized injurious object on school grounds or at a school-related or school-sponsored activity. The employee shall use his/her own judgment as to the potential danger involved and, based upon this analysis, shall do one of the following:

1. Confiscate the object and deliver it to the principal immediately
2. Immediately notify the principal, who shall take appropriate action
3. Immediately call 911 and the principal

When informing the principal about the possession or seizure of a weapon or dangerous device, the employee shall report the name(s) of persons involved, witnesses, location, and the circumstances of any seizure.

---

**Policy 5131.7: Weapons And Dangerous Instruments**

Status: ADOPTED

Original Adopted Date: 10/16/2003 | Last Revised Date: 03/22/2023 | Last Reviewed Date: 03/22/2023

The Governing Board recognizes that students and staff have the right to a safe and secure campus free from psychological and physical harm and desires to protect them from the dangers presented by firearms and other weapons.

(cf. 0450- Comprehensive Safety Plan)  
(cf. 5116.1 - Intradistrict Open Enrollment)  
(cf. 5131 - Conduct)  
(cf. 5144 - Discipline)

**Possession of Weapons**

The Board prohibits any student from possessing weapons, imitation firearms, or dangerous instruments of any kind in school buildings, on school grounds or when using district provided transportation, at school-related or school-sponsored activities away from school, or while going to or coming from school.

(cf. 3515.3 - District Police/Security Department)

If a student is in possession of a prohibited weapon, imitation firearm, or dangerous instrument which creates a threat or perceived threat of a homicidal act, any employee or other school official who is alerted to or observes such threat shall immediately report the threat to law enforcement.

(cf. 5144 - Discipline)  
(cf. 5144.1 - Suspension and Expulsion/Due Process)  
(cf. 5144.2 - Suspension and Expulsion/Due Process (Individuals with Disabilities))

Under the power granted to the Board to maintain order and discipline in the schools and to protect the safety of students, staff, and the public, any school employee is authorized to confiscate a weapon, dangerous instrument, or imitation firearm from any student on school grounds.

(cf. 4158/4258/4358 - Employee Security)

The principal shall notify law enforcement authorities when any student possesses a firearm, explosive, or other dangerous weapon or instrument without permission, sells or furnishes a firearm, or commits any act of assault with a firearm or other weapon. (20 USC 7151; Education Code 48902; Penal Code, 245, 626.9, 626.10)

(cf. 3515.2 - Disruptions)

Unless, a student has obtained prior written permission as specified below, a student possessing or threatening others with any weapon, dangerous instrument, or imitation firearm shall be subject to suspension and/or expulsion in accordance with law, Board policy, and administrative regulations.

All staff shall be made aware of their responsibilities regarding the reporting of potential homicidal acts to law enforcement, and receive training in assessment and reporting of such threats.

**Advance Permission for Possession of a Weapon for Educational Use**

The parent/guardian of student who desires to possess a firearm, imitation firearm, or other prohibited weapon on school grounds for an educational purpose shall submit a written request to the principal, request prior permission from the principal at least five school days in advance of the planned possession, explaining the planned use of the weapon and the duration. The student shall also submit a written explanation from the staff person responsible for the school-sponsored activity or class.

On a case-by-case basis, the principal may grant possession when it is determined that possession of a firearm, or other prohibited weapon on school grounds is necessary for a school-sponsored activity or class or as part of the educational program. Factors that shall be considered include, but are not limited to, the planned use of the weapon, the duration and location of the planned use, whether an audience is expected, and any perceived adverse effects to the safety and well-being of students or staff. If the principal grants such permission, the student and staff person with a written explanation regarding any limitations and the permissible duration of the student's possession.

When the principal or designee grants permission, all necessary precautions shall be taken to ensure the safety of all persons on school grounds, and the safe keeping of the weapon, including, but not limited to, inspecting a firearm to verify that no live ammunition is present. Any permitted weapon allowed shall be stored in a locked vehicle or in an appropriate, locked container before and after its authorized use.

Any student granted permission to possess a weapon may be suspended and/or expelled if he/she possesses or uses the weapon inappropriately.

**Possession of Pepper Spray**

To prevent potential misuse that may harm students or staff, students are prohibited from carrying tear gas or tear gas weapons such as pepper spray on campus or at school activities.

**Reporting of Dangerous Objects**

The Board encourages students to promptly report the presence of weapons, (injurious objects or other suspicious activity to school authorities. The identity of a student who reports such activity shall remain confidential to the extent permitted by law.

(cf. 5125 - Student Records)

The Superintendent shall develop strategies designed to facilitate student reporting of the presence of injurious objects on school grounds, such as tip hotlines, electronic transmissions, or other methods that preserve the student's anonymity. Incident reports and records shall not identify the student who reported the possession. The Superintendent also shall inform staff, students and parents/guardians that students who report the presence of injurious objects on school campuses are to be protected and their identity shielded.

(cf. 5138 - Conflict Resolution/Peer Mediation)

---

**Policy 5142: Safety**

**Status:** ADOPTED

**Original Adopted Date:** 05/29/2001 | **Last Revised Date:** 03/13/2023 | **Last Reviewed Date:** 03/13/2023

The Governing Board recognizes the importance of providing a safe school environment in order to promote student safety and well-being. Appropriate measures shall be implemented to minimize the risk of harm to students, including, but not limited to, protocols for maintaining safe conditions on school grounds, promoting safe use of school facilities and equipment, and guiding student participation in educational programs and school-sponsored activities.

Additionally, the Superintendent or designee shall regularly review current guidance regarding cybersecurity and digital media awareness and incorporate recommended practices into the district's processes and procedures related to the protection of the district's network infrastructure, and the monitoring and response to suspicious and/or threatening digital media content.

School staff shall be responsible for the proper supervision of students at all times when students are subject to district rules, including, but not limited to, during school hours, school-sponsored activities, before and after-school programs, morning drop-off and afternoon pick-up, and while students are using district provided transportation.

The Superintendent or designee shall ensure that students receive appropriate instruction on topics related to safety and emergency procedures, as well as injury prevention and disease prevention.

**Crossing Guards/Student Safety Patrol**

To assist in safely crossing streets adjacent to or near school sites, the Governing Board may employ crossing guards and/or establish a student safety patrol at any district school. The Superintendent or designee shall periodically examine traffic patterns within school attendance areas in order to identify locations where crossing assistance may be needed.

**Student Identification Cards and Safety Information**

Student identification cards of students in grades 7-12 shall have printed on them safety information, including the following: (Education Code 215.5, 217)

1. The National Suicide Prevention Lifeline telephone number and, at the district's discretion, the Crisis Text Line and/or a local suicide prevention hotline telephone number.
  2. The National Domestic Violence Hotline
-