



August 24, 2023

Honorable Judge Michael D. Coughlan
Presiding Judge of the San Joaquin County Superior Court
180 E. Weber Avenue, Suite 1306J
Stockton, CA 95202

RE: Grand Jury Report: "School Safety: A Shared Responsibility": Case No. 0322

Dear Judge Coughlan:

The Manteca Unified School District ("District") has reviewed the Facts, Findings, and Recommendations in the Grand Jury Report "School Safety: A Shared Responsibility" filed on June 13, 2023. Pursuant to California Penal Code section 933(c), the following constitutes the response of the District and its Governing Board ("Board") to the findings and recommendations pertaining to matters under the control of the District.

2.0 COMPREHENSIVE SCHOOL SAFETY PLAN

Findings:

F2.1 A review of CSSPs (Comprehensive School Safety Plans) demonstrated many districts have failed to create a CSSP (Comprehensive School Safety Plans) that addresses safety issues unique to the individual school sites, and rather use a template and/or boilerplate language, leaving the school site unprepared in an emergency.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough relevant information to address other districts and their individual approach to school site comprehensive safety plans; However, MUSD has required, established, and Board adopted a CSSP for each school site based on the requirements established in Education Code 32280-32289.5 inclusive of the recommended actions from various agencies such as law enforcement and fire. The CSSP developed at each school site includes detailed and unique maps, procedures specific to events, and other unique information allowing each school site to be prepared in an emergency/crisis at their location. A standardized template, with common terms, has been utilized by MUSD for the establishment of consistent operating procedures for ease of implementing actions, understanding frequently used terms and concepts, and applying resources to any emergency event by law enforcement, fire, or District service providers to normalize and institutionalize response. CSSPs also detail the frequency of emergency school response drills conducted such as lockdown drills, fire drills, earthquake drills, and multi-option response drills which are certified annually by District administration. As mentioned, each template is customized to fit staffing and needs of each school site. For the above stated reasons, MUSD has created a CSSP addressing safety issues unique to the individual sites which in turn has made our sites prepared for emergency situations.



F2.2 Many districts have not involved teachers, support staff, students, and parents/guardians when updating each school site's CSSP, missing an opportunity to create a culture of school safety.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough information to speak about other districts and if they may or may not have involved teachers, support staff, students, and parents/guardians. However, MUSD involved all educational partners, such as teachers, support staff, students, and parents/guardians, in this process. The notation of each member of a school site safety team is outlined in each CSSP and identified in the CSSP with their signature confirming their involvement in the development and review of this critical plan thereby fostering a culture of school safety.

F2.3 Many districts have not collaborated with local law enforcement and other first responders during the annual process to update the CSSP, which could result in a prolonged and inefficient emergency response.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough information to speak about other districts and if they may or may not have collaborated with local law enforcement and other first responders during an annual process to update school CSSPs. However, in MUSD, local law enforcement agencies and fire districts as appropriate by jurisdiction participate in the annual process to review, discuss, and refine a school's CSSP. Further, MUSD maintains regular collaboration with local law enforcement and first responders through partnership meetings held every 4-6 weeks at the MUSD District Office campus in addition to them being integral members of school site safety teams yielding the utmost efficacy in emergency response. As a District that prioritizes student and staff safety, MUSD made significant improvements and increased contributions to its comprehensive safety plan and processes including hiring a dedicated Emergency Preparedness and Safety administrator. As an example, in January of 2023, the District hosted a District-wide administrative meeting that included Lathrop Police Department, Manteca Police Department, and Stockton Unified School District Police Department to refine practices and build capacity for safety responses that would be included in the Site Safety Plans.

F2.4 Many district CSSPs show a lack of meaningful collaboration between districts and local law enforcement agencies, causing confusion and chaos during an emergency.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.



Explanation: We do not have enough information to speak about other districts and if they may or may not have meaningful collaboration with law enforcement agencies. However, MUSD is fully compliant by including local law enforcement and Fire in meaningful collaboration during the CSSP process. This is evident through input and review by law enforcement and fire on CSSP plans. MUSD fosters robust partnerships with local city and county agencies, including law enforcement, emergency first responders, and county emergency services. School Resource Officers maintain a positive presence on school campuses and are encouraged to participate in school emergency drills to provide feedback. To further illustrate the Districts' compliance to demonstrating meaningful collaboration, during the 2022-23 school year, MUSD hosted routine emergency preparedness and safety meetings with law enforcement officers and representatives to continue refining practices and building capacity.

F2.5 Many districts do not offer an opportunity for public input during the drafting or approval stages of the annual CSSP, which renders the districts out of compliance with State law.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough information to speak about other districts and if they may or may not have offered an opportunity for public input during the drafting or approval stages of a CSSP. However, each school site within MUSD has a developed CSSP that is inclusive of educational partners which culminate in the adoption of the plans with the School Board. When the CSSPs come before the Board for their consideration of adoption, the District utilizes the process in posting the official agenda of the Board meeting with the inclusion of CSSPs as an Action Item. Each and every Board meeting allows for public input on agendaized and non-agendaized items. Further, MUSD's school site safety teams, consisting of school officials, first responders, and community members, operate transparently in public meetings, encouraging input and active participation from the whole community through the CSSP process. The CSSPs are approved by the Board of Education annually during a public, regularly scheduled meeting.

F2.6 Most districts do not include an assessment of the status of crime at the school and school- related functions in their CSSPs, which renders the districts out of compliance with State law and causes potential harm and liability.

Response: MUSD disagrees with this finding as it is wholly unsupported by any reference to specific facts, fails to specify which districts, and the District further notes that it is overly vague and ambiguous as the term "crime" is not defined nor differentiated and the reference to "State law" fails to identify a single statute or regulation.

Explanation: Notwithstanding these issues, the District is in full compliance with the Interagency School Safety Demonstration Act of 1985 (Ed. Code section 32280, et seq.). MUSD CSSPs include an assessment of related discipline data at each site. The assessment of school crime committed on campuses and at school-related functions is found in each of our school's CSSPs under "Assessing the current status of school crime."



F2.7 Many districts do not adequately address the unique needs of students with disabilities during emergencies. The lack of planning for the most vulnerable students can cause harm during a time of confusion and crisis.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees partially with this finding as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough information to speak about other districts and if they may or may not adequately address the unique needs of students with disabilities during emergencies. MUSD has traditionally relied on the Individualized Education Plan process to provide an individualized plan for the needs of each student. This would include any accommodation necessary for emergency/safety/health procedures. Additionally, MUSD has begun the process of planning within our CSSPs for students with disabilities with select schools that have Moderate/Severe level needs and will have this process fully implemented by March 1, 2024.

F2.8 A few districts do not make any part of the CSSPs available to the public, withholding important information about steps taken by the district to reduce the probability and impact of safety risks. Other districts post the CSSPs in their entirety, failing to keep confidential information about tactical responses, potentially revealing sensitive information to the public.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, agrees with this finding as it relates to MUSD to the extent it has knowledge and based on the representations in the Grand Jury Report on Case # 0322.

Explanation: MUSD does not maintain redacted versions of school-specific safety plans on the district's website due to potential risks. Parents and community members may make an appointment with a school principal to review the school's unique safety plan upon request. This approach balances the need for transparency with the equally if not more compelling need for safety and security. The District continually reviews the types of information it is sharing and how it is sharing such information.

F2.9 Many districts have CSSPs that fail to identify incident command roles and the individuals who are to perform those roles in case of an emergency, exposing students and staff to the potential for confusion and increased risks during an emergency.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, agrees with this finding as it relates to MUSD and responds to the extent it has knowledge and based on the representations in the Grand Jury Report on Case # 0322.

Explanation: MUSD has an established incident command structure that is employed during a crisis event to effectively manage and respond to the situation. While this structure is not illustrated in school site-specific CSSPs, it is an adopted framework school administration regularly exercises to command, control, and



coordinate emergency response thereby mitigating for any confusion or increased risk amid an emergency. This framework can be found in school site redbooks, a comprehensive book including the school's CSSP, response procedures as well as other safety documents, in addition to the District's crisis communication toolkit.

F2.10 Many districts have CSSPs that fail to describe the system to reunite parents/guardians with their children in the event of a campus-wide evacuation, creating confusion and additional anxiety in the event of a safety emergency.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, MUSD wholly disagrees with this finding.

Explanation: MUSD school site CSSPs detail a reunification plan which describes the system to reunite parents/guardians with their children in the event of a campus-wide evacuation for each school site, including at least one primary reunification location and a secondary location, if necessary. All MUSD school sites have reunification kits comprised of materials, tools, and resources to use during emergency evacuation events.

F2.11 Many school site CSSPs do not account for specific dangers unique to the school site (e.g., train tracks, flooding, freeways).

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, MUSD wholly disagrees with this finding.

Explanation: MUSD addresses in its CSSPs processes which include site-specific, anticipated dangers with appropriate personnel. Any specific dangers are identified with existing scenarios and emergency preparedness measures.

Recommendations:

R2.1 By March 1, 2024, the annual updates for each school site's CSSP address safety issues unique to the site.

Response: The recommendation has been implemented. MUSD believes its current CSSPs sufficiently detail safety-related issues to the school site. As part of the District's established annual process, CSSPs are reviewed, discussed, and refined further each year with the input of safety team members and the community.

R2.2 By December 15, 2023, while updating the school's CSSP, each school site collaborates and receives input from representatives of teachers, support staff, students, and parents/guardians.

Response: The recommendation has been implemented. Each school site safety team led by the school administration engages teachers, support staff, students, parents/guardians, and the community in the review and/or acceptance process. This collaboration is evidenced by certifying signatures for the CSSP.



R2.3 By December 15, 2023, while updating the school's CSSP, each school site collaborates and receives input from the appropriate emergency response agencies.

Response: The recommendation has been implemented. In Manteca Unified School District, local law enforcement agencies and fire districts as appropriate by jurisdiction participate in the annual process to review, discuss, and refine a school's CSSP.

R2.4 By December 15, 2023, each law enforcement agency in San Joaquin County meaningfully collaborates and approve the updated CSSP for school sites within that agency's jurisdiction.

Response: MUSD was not required to respond to this recommendation.

R2.5 By February 1, 2024, each school site council or safety planning committee hold an advertised public meeting at the school site to allow members of the community an opportunity to express an opinion about the school's proposed CSSP as required by California Education Code Sections 32288(b)(1) and (2).

Response: The recommendation has already been implemented. Each school site in MUSD has a developed CSSP that includes input from educational partners. The school site safety planning committee, comprising school officials, first responders, and community members, holds transparent public meetings to encourage community participation in the CSSP process. These plans are presented to the School Board for adoption in the form of an Action Item where official agendas are posted publicly.

R2.6 By March 1, 2024, each school site's CSSP includes the State mandated assessment of the status of crime at the school and school-related functions.

Response: The District is in full compliance with the Interagency School Safety Demonstration Act of 1985 (Ed. Code section 32280, et seq.). MUSD CSSPs include an assessment of related discipline data at each site.

R2.7 By March 1, 2024, each school site consult with the appropriate professionals to address the unique needs of students with disabilities when updating the CSSP.

Response: The recommendation will be implemented within the time frame stated. MUSD has begun the process of planning within our CSSPs for students with disabilities in accordance with students' IEPs with select schools serving Moderate/Severe students and will have this process fully implemented by March 1, 2024.

R2.8 By March 1, 2024, each school site's CSSP be available to the public with the exception of confidential information about tactical responses.

Response: The recommendation has already been implemented and this practice will be reviewed by District leadership on an ongoing basis.



R2.9 By March 1, 2024, each school site's CSSP identify the incident command roles and the individuals who are to perform those roles and their alternate in cases of an emergency.

Response: The recommendation will be implemented within the time frame stated. This structure is not currently illustrated in all school site-specific CSSPs, however, it can be found in other official safety documents available at school sites.

R2.10 By March 1, 2024, each school site's CSSP describe the system to reunify parents/guardians with their student in the event of a campus-wide evacuation, including how parents/guardians are informed of reunification details.

Response: The recommendation has been implemented. MUSD school site CSSPs detail a reunification plan for each school site, including at least one primary reunification location and a secondary location, if necessary.

R2.11 By March 1, 2024, each school site's CSSPs account for dangers unique to the specific school site (e.g., train tracks, flooding, freeways).

Response: The recommendation has been implemented. MUSD's CSSP process incorporates a comprehensive discussion on site-specific anticipated hazards with relevant personnel. This discussion aims to identify specific dangers and propose corresponding solutions to address them.

3.0 TRAINING

Findings:

F3.1 Feedback forms completed by attendees of the San Joaquin County Office of Education School Safety Summit and reviewed by the Grand Jury demonstrate the value and necessity of a Countywide School Safety Summit.

Response: MUSD was not required to respond to this finding.

F3.2 Some of the districts failed to send representatives to the 2022 School Safety Summit, thereby missing an opportunity to work together to make schools safer.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: MUSD sent representatives from the District to participate in the School Safety Summit along with a staff and student panel member in 2022-23.



F3.3 The Grand Jury learned through interviews, surveys, and site tours that many districts fail to include safety topics during regular meetings with teachers and support staff throughout the school year, minimizing the importance of safety.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts, however, disagrees partially with this finding as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: The time available for school site staff meetings is limited and has many other issues and topics requiring coverage to ensure the efficient and proper functioning of the school. However, MUSD is committed to providing safety topics throughout the year, at various school sites at differing times to be determined, which emphasizes safety as a priority.

F3.4 The Grand Jury learned through interviews, surveys, and site tours that many school sites fail to assure substitute staff receive the information they will need in the case of a school safety emergency, leaving the substitute staff ill-prepared for an emergency.

Response: MUSD wholly disagrees with this finding.

Explanation: MUSD has a standardized substitute protocol across all school sites that was implemented in the 2022-2023 school year. This protocol ensures substitute employees receive the necessary safety and campus-related information, empowering substitutes to be prepared should an emergency occur.

F3.5 Many districts fail to include the utilization of communication and incident command protocols (ICS-100) during safety drills throughout the school year, causing miscommunication in an emergency.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: The MUSD incident command team, senior leadership, and most school principals received certification in ICS (Incident Command System) 402 as of November 28, 2022, as certified by the California Office of Emergency Services. The foundations of ICS 100 are built into ICS 402. MUSD employs an established, internal incident command team to respond to all crisis events in partnership with the leading, external law enforcement agency. MUSD utilizes an internal emergency communication management system to keep all parties and partners informed and a crisis communication toolkit that outlines appropriate and timely public information during and after a crisis. The school site administration, district incident command team, and law enforcement work harmoniously, specifically in alignment with the framework outlined in ICS 100 and ICS 402.

F3.6 Many district cabinet-level positions (e.g., Superintendent, Chief Business Officer) are not trained in ICS protocols (ICS-402), causing a lack of unified response to districtwide emergencies.



Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: District administration, including the Chief Business and Information Officer, are certified in ICS 402 thereby removing a lack of unified response among schools and agencies. Additionally, select senior personnel are trained to operate by the Office of Emergency Services as certified by the State of California specifically in running incident command. The seated Superintendent serves concurrently as a United States Army Lt. Colonel and holds certifications beyond ICS 100 such as Humanitarian Assistance Response through the Center for Excellence in Disaster Management and Joint Humanitarian Operations through USAID's Office of U.S. Foreign Disaster Assistance. Our Superintendent understands, through a unique lens, the urgency, strategy, defense, and preparation it takes to develop safety plans and respond in any case of emergency. Keeping students safe and supporting a safe feeling, both emotionally and physically, is a District Target, Vision, and Mission. When reassuring the whole community as often as possible that safety is MUSD's priority, it is because it is at the core of the District's fundamental structure.

F3.7 Many school sites do not vary the time of day when routine safety drills are conducted or when students are not in classrooms, making drills predictable and leaving students unprepared for emergencies that may occur at any time.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: MUSD schools conduct a range of emergency response drills, including lockdown drills, fire drills, earthquake drills, and multi-option response drills, at different intervals throughout the year. These drills are pre-scheduled to coordinate with first-responder agencies, but the exact dates and times are not disclosed to students and staff. This approach aims to simulate real-life scenarios more effectively and accurately assess the school's readiness for emergencies.

F3.8 Many school sites fail to include support staff (classified personnel) in probable real-life roles during safety drills, leaving them unprepared to assist students in emergencies.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: MUSD school site safety teams are inclusive of both certificated and classified personnel as well as law enforcement, parents, and community members. This is a requirement set forth by the District and is implemented across all schools.



F3.9 Most school sites fail to conduct a post-incident report after drills analyzing what went well, what went wrong, and what needs to be changed in the future to improve plans and drills, undermining the effectiveness of drills.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but agrees as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: MUSD follows an After-Action Review protocol for critical incidents. Led by the incident commander, a meeting is held with all relevant parties present to facilitate open and honest professional discussions. The aim is to identify strengths and weaknesses in emergency response and implement necessary improvements. While some schools utilize this protocol after pre-scheduled drills, extending this thoughtful review to all schools alongside law enforcement and first responder partners would be highly beneficial.

Recommendations:

R3.1 By December 1, 2023, the San Joaquin County Office of Education and the San Joaquin County Office of Education Board of Trustees develop, adopt, and host an annual School Safety Summit.

Response: MUSD was not required to respond to this recommendation.

R3.2 By December 1, 2023, each school district sends one or more representatives to the annual School Safety Summit hosted by the San Joaquin County Office of Education.

Response: The recommendation has been implemented. MUSD sent a total of seven administrators and one student panel member to the 2022 School Safety Summit and MUSD Coordinator of Emergency Preparedness and Safety is on the planning committee for 2023 and school sites will send representatives again for the October 2023 summit.

R3.3 By September 1, 2023, safety topics be an agenda item at all school site staff meetings with teachers and support staff throughout the school year.

Response: This recommendation will not be implemented because it is not warranted nor is it reasonable. The time available for school site staff meetings is limited and has critical education priority issues and topics requiring coverage to ensure the efficient and proper functioning of the school. MUSD is committed to providing safety topics throughout the year at various school sites at differing times to be determined and based on the unique needs of each school site.

R3.4 By September 1, 2023, districts develop, adopt, and implement written procedures for school sites to provide substitute staff with the information they will need in case of a school emergency.



Response: The recommendation has been implemented. In the 2023-2024 school year, MUSD introduced a consistent substitute protocol across all school sites. This protocol aims to equip substitute employees with essential safety and campus-related information, empowering them to be well-prepared in case of an emergency.

R3.5 By October 1, 2023, personnel identified in the school CSSP for incident command roles be trained and certified in ICS-100 protocols.

Response: The recommendation will not be implemented within the time frame stated. Site Safety Team members at each MUSD school site will take and complete ICS-100 by December 1, 2023.

R3.6 By October 1, 2023, ICS-402 training be completed for all district-level executive leadership.

Response: The recommendation has been partially implemented. MUSD site principals and district administration took ICS 402 on November 28, 2022.

R3.7 By October 1, 2023, scheduled safety drills be conducted on different days throughout the school year and at various times throughout the school day, including when students are not normally in their classrooms.

Response: This recommendation has been implemented. In MUSD, emergency response drills are pre-scheduled to occur on different days throughout the school year and at various times throughout the school day, including when students are not normally in their classrooms. These schedules are reviewed by District administration at the beginning of each school year to ensure compliance.

R3.8 By October 1, 2023, scheduled safety drills include support staff (classified) in probable emergency roles during the year and document their participation.

Response: The recommendation has been implemented. Classified staff play a valuable role amid a school emergency and actively participate in drills to stress test emergency plans and communication systems, build confidence, reinforce safety culture, and enhance their leadership skills empowering them to take charge during emergencies thereby fostering a sense of responsibility and teamwork.

R3.9 By October 1, 2023, administrators create a post-incident report after all safety drills.

Response: The recommendation will be implemented with a post-incident report or post-incident review within the time frame stated. MUSD has an established After-Action Review protocol for critical incidents which has proven to be effective and successful in refining emergency responses. While some schools are already utilizing this protocol after pre-scheduled drills, requiring this thoughtful review to all schools alongside their law enforcement and first responder partners would be highly beneficial.



4.0 SCHOOL SITE VISITS

Findings:

F4.1 Not all school sites have check-in procedures in place that were followed consistently, posing serious security threats.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: Visitors to MUSD campuses are required to check into the administration office to receive approval and proper identification before proceeding onto a school campus during instructional hours as defined in Board Policy 1250. School security fencing and MUSD's COVID-19 Safety Plan have only strengthened this policy into daily practice, mitigating serious safety and security threats.

F4.2 Perimeter fencing or an "open" campus each pose security challenges and require careful consideration to mitigate security shortcomings.

Response: The District agrees with this finding.

Explanation: As part of our commitment to maintaining a safe learning environment, we have implemented stringent measures to secure all school perimeters and declare campuses as closed school campuses. Each school within the district is enclosed by fencing, ensuring that only a single point of entry is accessible during instructional hours, where the visitor must check into the administration office.

F4.3 Evacuation maps that are posted inconsistently or do not adequately illustrate evacuation routes cause confusion and prolonged evacuation times, making staff and students vulnerable to harm in both classrooms and common areas.

Response: The District agrees with this finding.

Explanation: MUSD classrooms, offices and lounges have posted evacuation maps that are updated at the start of each school year or within a school year if warranted by construction or modernization.

F4.4 Inconsistent door-locking policies and failure to follow policies create opportunities for -perpetrators to enter classrooms and common areas.

Response: The District agrees with this finding.

Explanation: MUSD prioritizes the safety of its classrooms by keeping the doors locked at all times, facilitated



by existing door hardware that supports this measure. As part of the school modernization program, new door hardware is installed to enhance standardized access controls for all doors, incorporating a proprietary keying system that ensures only authorized representatives of the District can reproduce keys. Door-locking policies coupled with security fencing, visitor policies, regular staff training, and vigilance, can significantly reduce the risk of unauthorized individuals gaining access to classrooms and common areas.

F4.5 Most school sites utilized flip charts that identify steps to be taken in case of emergencies, however, none of the sites posted them in all rooms used by students, staff, parents/guardians, and the general public.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: All MUSD school sites place emergency flip charts in classrooms, offices, lounges, and other facilities occupied by students and/or staff.

F4.6 Insufficient window coverings give perpetrators a clear line of sight, creating risk for students and staff.

Response: MUSD disagrees partially with this finding.

Explanation: While most MUSD classrooms have window coverings, this finding will require further analysis of the current situation in MUSD. It is imperative to acknowledge that window coverings may potentially expose students to a range of hazards, including strangulation, choking, fire, and allergy-related issues. Moreover, in classrooms servicing specific grade levels or specialized education, these hazards could pose elevated risks and jeopardize the safety of students. Further assessment is therefore warranted to ensure a secure and conducive learning environment for MUSD's diverse student body. MUSD will complete this assessment by March 1, 2024.

F4.7 Most school sites, regardless of age, were well maintained and showed school pride. One school site demonstrated multiple maintenance shortcomings, which can negatively impact safety.

Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: We do not have enough information to speak about other districts and if they may or may not have maintenance shortcomings, MUSD maintains that our school sites do not have the shortcomings indicated above. MUSD Facility Inspection Tool (FIT) data shows that MUSD school sites are maintained at an above-average status.

F4.8 Good relationships among administrators, certificated and classified staff, parents, and students are vital to promptly identify and address areas of concern, particularly regarding student behavior. Relationships varied greatly from campus to campus.



Response: The District cannot agree or disagree with this finding since it lacks knowledge about other school districts but disagrees wholly as it relates to MUSD and responds to the extent it has knowledge of its own procedures and practices and based on the representations in the Report on Case # 0322.

Explanation: MUSD greatly values and engages our whole community inclusive of staff, students, families, and community members as evidenced in many Community Relations Board Policies, for example, BP1220 (Citizen Advisory Committees) and BP1100 (Communication with the Public).

F4.9 The culture of safety is best developed by public transparency and involvement by all parties. Few of the school sites visited by the Grand Jury demonstrated meaningful public engagement in safety planning.

Response: MUSD wholly disagrees with this finding.

Explanation: In MUSD, school safety is built into our vision and mission statement, and we engage our community on this topic often through newsletters, social media posts, safety webpages, agenzized topics at official meetings and public comment, updates from the superintendent, communication during a crisis, social-emotional health resources, school driven initiatives, and more. In 2022, Manteca Unified and its five partnering law enforcement agencies issued a letter demonstrating our unwavering partnership as community service providers and how families can become partners at home by taking proactive safety-related steps.

Recommendations:

R4.1 By October 1, 2023, each school site implements an access control program that consistently includes verifying visitors' identity and collection of any issued badge before the visitor leaves the school site.

Response: The recommendation requires further analysis. MUSD will research various access control programs for school sites and determine if such a program is financially feasible, reliable, and/or prudent for MUSD by March 1, 2024. However, MUSD currently utilizes an access control system that includes visitor check in/out of campuses.

R4.2 By March 1, 2024, districts develop, adopt, and implement a plan for effective perimeter control of access at all school sites.

Response: This recommendation has been implemented. As part of our commitment to maintaining a safe learning environment, we have implemented stringent measures to secure all school perimeters and declare campuses as closed school campuses. Each school within the district is enclosed by fencing, ensuring that only a single point of entry is accessible during instructional hours, where the visitor must check into the administration office.

R4.3 By September 1, 2023, all school sites post evacuation maps clearly showing routes from the "You Are Here" perspective be prominently posted at each entry or exit door location in both classrooms and common areas.



Response: While MUSD maintains consistent and adequately illustrated evacuation routes which are posted at entry and exit points of classrooms and facilities, this recommendation requires further analysis and input from all MUSD Senior Leadership. MUSD will make a decision on this finding by October 1, 2023.

R4.4 By March 1, 2024, districts develop, adopt, and implement a plan for door-locking policies to secure classroom and common area doors.

Response: The recommendation has been implemented. MUSD prioritizes the safety of its classrooms by keeping the doors locked at all times, facilitated by existing door hardware that supports this measure since 2014. As part of the school modernization program, new door hardware is installed to enhance standardized access controls for all doors, incorporating a proprietary keying system that ensures only authorized representatives of the District can reproduce keys. Door-locking policies coupled with security fencing, visitor policies, regular staff training, and vigilance, can significantly reduce the risk of unauthorized individuals gaining access to classrooms and common areas.

R4.5 By March 1, 2024, all school sites post flip charts or similar summaries of emergency procedures be posted in all classrooms and common areas.

Response: The recommendation has been implemented. All MUSD school sites place emergency flip charts in classrooms, offices, lounges, and other facilities occupied by students and/or staff.

R4.6 By March 1, 2024, all school sites ensure window coverings are provided for all windows, thereby not allowing a perpetrator a clear line of sight into a classroom or common area.

Response: The recommendation will undergo further analysis because it is unreasonable to assume that window coverings are a one-size-fits-all safety approach for all students without first engaging experts in the fields of fire, health, occupational therapy, and other safety consultants. It is imperative to acknowledge that window coverings may potentially expose students to a range of hazards, including strangulation, choking, fire, and allergy-related issues. Particularly in classrooms catering to specific grade levels or students with specialized educational needs, these hazards could pose higher risks and potentially compromise student safety. Consequently, a comprehensive evaluation is necessary to ensure a safe and supportive learning environment that addresses the diverse needs of MUSD's student population.

R4.7 By October 1, 2023, the Board of Trustees, during a public meeting, review and discuss the findings and recommendations of the 2022-2023 San Joaquin County Civil Grand Jury report, Case #0322 – School Safety in San Joaquin County: Developing a Culture of Safety.

Response: The findings and recommendations from the Grand Jury will be taken to the Board of Trustees for their review, discussion, and approval of the District response by August 30, 2023.



CONCLUSION

On behalf of the Board of Trustees of Manteca Unified School District, we appreciate your concern for our district.

Sincerely,
Clark Burke, Ed. D.
Superintendent

A handwritten signature in black ink, appearing to read 'Clark Burke', is written below the typed name.