

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CORONADO UNIFIED SCHOOL DISTRICT
AND
THE CITY OF CORONADO POLICE DEPARTMENT**

MISSION STATEMENT: It is the mission of the Coronado Unified School District in concert with the Coronado Police Department to provide a safe, secure, orderly teaching and learning environment for all students and staff within the Coronado Unified School District and the City of Coronado by protecting life and property.

Ensuring the safety of students and staff on school campuses in Coronado is a priority to the school administration and the Police Department. Campus security will be increased by the presence of police officers who will interact with the students in both a positive and proactive manner. Police officers on campus will help improve relations between the police department and the youth of the community. As a result, the Coronado Unified School District and the City of Coronado Police Department agree to undertake the following responsibilities and expectations to achieve these mutual objectives:

A. SCHOOL DISTRICT'S ROLE AND RESPONSIBILITY:

1. Ensure student welfare portal to portal;
2. Establish and implement student safety and discipline programs;
3. Develop procedures to handle campus safety issues;
4. Develop emergency response procedures;
5. Develop a School Safety Plan;
6. Establish and follow procedures for referring School Resource Officer (SRO) involvement;
7. Cooperate with and support in a proactive manner the City of Coronado Police Department School Resource Officer's efforts to work with students, school personnel, parents and the community;
8. School District staff shall not request information related to student contacts with law enforcement outside of the time frame for which the District has responsibility for the student;
9. Official requests for law enforcement records shall be made through the Police Department Records Division.

B. SCHOOL RESOURCE OFFICER'S ROLE AND RESPONSIBILITY:

1. To provide prevention/intervention by:
 - a. Providing a highly visible uniformed police officer presence on the campuses of the Coronado Unified School District that are located in the City of Coronado.
 - b. When requested, be a resource for teachers, parents and students for conferences dealing with individual problems or questions
 - c. Coordinate all activities with the principal and staff members concerned; seek permission, guidance, and advice prior to enacting any programs within the school.

- d. When it pertains to preventing a disruption that would, if ignored, place students, faculty or staff at risk of harm, the SRO will mitigate the disruption and report to school administration. IN ALL OTHER CASES, disciplining students is a School District responsibility, and the SRO will refer information regarding students violating the code of conduct to the principal or principal's designee.
 - e. Assist Student Attendance Review Board (S.A.R.B.) meetings by providing law enforcement action as needed
 - f. Scheduling security activities as needed.
 - g. Being the first response in all Law enforcement related matters as they occur during regular school hours. Police department patrol personnel will generally be first responders for all non-emergency police enforcement matters.
 - h. Attending various sporting events and school activities during regular school hours as needed for proactive enforcement and interaction.
 - i. Documenting all incidents of crime as per department direction.
 - j. Assisting with developing and revising school security procedures and emergency response drills.
 - k. Assisting the school's safety committee in developing the School Safety Plan.
2. To work with:
- a. Community agencies; and
 - b. Parent/teacher groups as needed throughout the affected schools.
3. To assist investigative personnel of the Coronado Police Department who are assigned to the various school sites with continuing an ongoing investigation and preliminary investigations of criminal activity within the affected schools.
4. To work with school staff and District personnel in matters of mutual concern such as:
- a. Education and training.
 - b. Prevention and intervention in the areas of alcohol and drug use on campus.
 - c. Safety of students and staff on campus.
 - d. Gang-related violence and crime.
 - e. Campus intrusion, and loss and/or damage to property.
- Additional examples of mutual concern and collaboration may be found in Appendix B, Supplemental Information.
5. The SRO is a police officer; not a school teacher, school administrator, or school counselor. The SRO will work with families, individual students and other school staff members with counseling and guidance efforts when requested and appropriate.
6. The SRO will receive specialized training in the education of students with disabilities as identified under the Individuals with Disabilities Education Act (IDEA) and/or Section 504 of the American's with Disabilities Act to help the SRO understand the unique needs of students with disabilities. The training will

emphasize proactive school policing, including relationship building, designed to prevent the need for SRO interventions with any student.

7. The District and Coronado Police Department believe the U.S. Department of Education's position that "restraint and seclusion should be avoided to the greatest extent possible without endangering the safety of students and staff" is the best practice to follow in nearly all situations. The SRO should need to use a physical restraint device (e.g. handcuffs or flex cuffs) only in a case that requires the physical arrest of a student for referral to the criminal justice system or to prevent the involved individual from injuring themselves or others.
8. Chain of Command:
 - a. As an employee of the Coronado Police Department, the SRO is subject to the chain of command of the Police Department.
 - b. In the performance of SRO duties, the SRO shall coordinate a formal, monthly meeting and communicate with the principal or the principal's designee of the school(s) to which they are assigned.
9. The SRO will request access to student information and education records from a site administrator. See Appendix A for guidelines based upon the Family Educational Rights to Privacy Act (FERPA).
10. The SRO shall not release or share any information related to law enforcement contact with any student that occurs outside of the School district's responsibility for the student.
11. Any searches of students or their property by the SRO shall be in compliance with the Department's Search and Seizure Policy. Absent exigent circumstances, the SRO should make every reasonable effort to alert a school administrator prior to conducting a search of a student or their property, including lockers. Whenever possible, the SRO should be accompanied by a school administrator when conducting searches.

C. TIME FRAME

This Memorandum of Understanding shall remain in effect for 12 months commencing July 1, 2017 and ending June 30, 2018. Either party shall have the right to cancel this Memorandum of Understanding upon 90 days advance written notice during the term of this agreement.

D. SPAN OF CONTROL/JURISDICTION

Prevention/education/training/proactive activities will take place at Coronado High School, including the Palm program, Coronado Middle School, Village Elementary School, Silver Strand Elementary School, the Early Childhood Development Center and at public meeting places within the respective communities as it relates to the Coronado Unified School District activities.

E. PROGRAM ASSESSMENT

The School Resource Officer Program will be assessed annually; the evaluation will be conducted jointly between the Coronado Police Department and Coronado Unified School District. The following areas, at a minimum, will be used to evaluate the program:

- [i] Success of established goals and objectives.
- [i] An internal survey of school administration, faculty and student council members, primarily concerning perceptions of safety and security.
- [i] Non-traditional police-citizen contacts (meetings attended, problem areas addressed, student or family interviews, etc.).
- [i] Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the Principals.

F. RESOURCE

Resource and local management will be coordinated at:

Coronado Unified School District
Attn: Karl Mueller, Superintendent
210 5th Street
Coronado, CA 92118
(619) 522-8900

City of Coronado Police Department
Attn: Chief Jon Froomin
700 Orange Avenue
Coronado, CA 92118
(619) 522-7350

G. COST

One (1) officer will be funded by the City of Coronado Police Department.

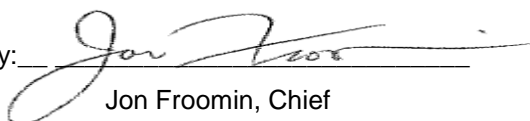
H. NO INDEPENDENT BASIS FOR LIABILITY

Nothing herein shall create, by this or other Understanding between the parties, an independent basis for liability of the City to either the District or to a third party for failing to respond or for responding to a call for police services in a dilatory or negligent manner. The City's liability, if any it may have, shall be that as determined by law without regard to the existence of this Agreement.

CORONADO UNIFIED
SCHOOL DISTRICT

CITY OF CORONADO
POLICE DEPARTMENT

By: _____
Karl Mueller, Superintendent

By: 
Jon Froomin, Chief

Date: _____

Date: August 17, 2017

APPENDIX A
SCHOOL RESOURCE OFFICER
STUDENT EDUCATION RECORDS GUIDELINES

Under the **Family Educational Rights to Privacy Act (FERPA)** student education records cannot be released without the consent of the student's parent(s) unless an exception to FERPA applies or a court order is obtained.

Directory information is that basic information about a student that would not generally be considered harmful or an invasion of privacy if disclosed. Such student information includes:

- Name
- Address
- Telephone number
- Email address
- Date of birth
- Major field of study
- Participation record in officially recognized activities and sports
- Weight and height of athletic team members
- Dates of attendance
- Degrees and awards received
- Most recent previous school attended

Directory information may be disclosed if the parent has consented to release of directory information. However, if a parent has opted out of directory information being shared then it may not be shared without an exception or a court order. For a former student, the district shall continue to honor any valid request to opt out of the disclosure of directory information made while the student was in attendance at the district, unless the opt-out request has been rescinded. (Coronado Unified School District Board Policy/Regulation 5125.1)

Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution.

A **school official** includes a teacher, school principal/assistant principal, registrar, counselor, district administrator, and support or clerical personnel. The SRO is not a school official.

FERPA exceptions include: a subpoena or court order exception, a health or safety emergency exception, or the directory information exception. If the directory information exception is used, the school should verify that the parent or eligible student in question has not opted out of the disclosure of directory information.

The **health or safety emergency exception** may be used when the disclosure is necessary to protect the health or safety of the student or other individuals. This exception is limited to the period of the emergency and generally does not allow for a blanket release of a student's education records,

Under the **health or safety emergency provision**, the school district must determine whether to disclose personally identifiable information from education records on a case-by-case basis, taking into account the totality of the circumstances pertaining to a threat to the health or safety of the student or others. If the school district determines that there is an articulable and significant threat to the health or safety of the student or other individuals and that a party needs personally identifiable information from education records to protect the health or safety of the student or other individuals, it may disclose that information to appropriate parties without consent.

The phrase "**articulable and significant threat**" means that if a school official can explain why, based on all the information then available, the official reasonably believes, for instance, that a student poses a significant threat, such as a threat of substantial bodily harm to any person, including the student, the school official may disclose personally identifiable information from education records without consent to any person whose knowledge of the information will assist in protecting a person from threat. Typically, **local or State law enforcement officials**, public health officials, trained medical personnel, and parents are the types of appropriate parties to whom schools may disclose information under this FERPA exception. An appropriate party under the health or safety emergency exception to FERPA's general consent requirement is a party whose knowledge of such information is necessary to protect the health or safety of the student or other persons.

Within a reasonable period of time after a disclosure is made under this exception, an educational agency or institution must record in the student's education records the articulable and significant threat that formed the basis for the disclosure, and the parties to whom the information was disclosed.

APPENDIX B SUPPLEMENTAL INFORMATION

The following examples are not intended to be all inclusive.

School administrators may request assistance from the School Resource Officer and/or Coronado Police Department in the following circumstances:

- Theft investigation
- Student is noncompliant in investigation
- Student noncompliant/appears to be under the influence of drugs or alcohol
- Student(s) in physical altercation
- Student(s) in possession of/intent to sell controlled substances
- Student is victim of sexual assault/allegations of abuse

The administration cannot and should not obstruct or impede criminal investigations.

Coronado Unified School District Board Policy/Regulation 5145.11:

Questioning on School Grounds

The school shall keep a record of any interviews of students by law officers on school premises. Such records shall include the date and time, name and identifying number of the officer, the agency employing the officer and his/her official capacity, the time when he/she arrived and left, the fact that the principal or designee was or was not present during the interview, the reason for the questioning and/or release, and any other pertinent information.

Apprehension

Police officers, officers of the juvenile court, and other authorized law enforcement officials have an absolute right to enter a school to take a student into custody or to make an arrest of a student.

If a minor student is removed from school into the custody of a peace officer, the principal or designee shall immediately notify the parent/guardian or responsible relative regarding the student's release and the place to which he/she is reportedly being taken, except when the minor has been taken into custody as a victim of suspected child abuse.

The principal or designee shall record the time(s) of contact or attempted contact with the parent/guardian.

If the student is suspected of being a victim of child abuse, the Superintendent or designee shall give the telephone number and address of the student's parent/guardian to the law enforcement officer, and the officer then has the responsibility of immediately notifying the parent/guardian.

The Superintendent or designee shall immediately be notified of the student's removal. This initial verbal notice will be followed by a written report by the principal or designee and shall include the date and time of arrest, the identity, badge number and official capacity of the officer and the reason for release.