

Charlotte Independent School District

Guardian Plan Procedures and Regulations

Adopted December 5, 2024

I. General

- a. Purpose — Pursuant to Board Policy CKC(LOCAL), the following rules, regulations and procedures have been developed to further detail and assist in the implementation of the Charlotte ISD "School Guardian" program. The Board desires to ensure the safety of students, school personnel and visitors, through authorizing a limited number of qualified individuals ("Guardian(s)") to possess firearms on school property, pursuant to Texas Penal Code Section 46.03(a)(1)(A). The Guardians are authorized to possess firearms on school property during regularly scheduled school days when students or staff are required to be present to provide an effective and timely response to an emergency situation that poses an immediate threat of serious bodily injury and/or death to a person.
- b. Voluntary — Participation as a Guardian is absolutely voluntary. No individual may be required to participate. No individual may be criticized, censured, or discriminated against for unwillingness or refusal to serve as a Guardian.

II. Definitions

- a. Handgun — For purposes of these procedures, "handgun" is defined as in Penal Code 46.01 (5) - "any firearm that is designed, made, or adapted to be fired with one hand."
- b. Possession or Possess — For purposes of these procedures, "possession" or "possess" means actual care, custody, control, or management.
- c. School Premises For the purposes of these regulations, "school premises" means any school-owned or school-leased property.

III. Authorized Person

- a. Initial Eligibility Requirements — In consultation with the Superintendent, the Board of Trustees will determine the appropriate number of designated School Guardians, considering current needs and the availability of eligible District employees. The Board of Trustees delegates to the Superintendent the sole authority to select employees for participation in the School Guardian program. In order to be eligible for participation, a District employee must meet all the following requirements:
 - i. The individual must possess a valid License to Carry a Handgun ("LTC") through the Texas Department of Public Safety in accordance with Texas law;
 - ii. The individual must be physically and mentally able to handle the stress of an active shooter situation; and
 - iii. The individual must voluntarily submit a written request for participation in the School Guardian Program to the Superintendent.

- b. Initial Training and Evaluation Requirements — After an individual has been approved by the Superintendent for recommendation to the Board of Trustees, he or she will be required to complete certain tasks and training before the Board will consider designating the individual as a Guardian.
 - i. The individual must sign a confidentiality statement, by which the individual agrees not to discuss the School Guardian program or disclose his or her participation in the program.
 - ii. The individual must submit to psychological testing as identified by the District paid for by the District, and must receive a positive evaluation or recommendation from the testing entity.
 - iii. The individual must successfully complete an active shooter training as identified by the District paid for by the District.
- c. Superintendent Consideration & Approval — Once the individual has completed the required steps specified in (b) above, the Superintendent will determine the eligibility of the Employee to serve as a School Guardian. The Superintendent will have the sole authority as the designee of the Board and will make the final decision to approve individuals to serve as a School Guardian, prior to someone serving as a Guardian after completion of all requirements, including the signing of these Regulations and Confidentiality Agreement.
- d. Periodic Checks The Superintendent will conduct periodic checks that all Guardians are in compliance with the adopted regulations. Any non-compliance will be documented and reviewed by Board.
- e. Renewal of Authorization — A person's authorization hereunder will expire on the anniversary of the date the person is originally authorized by the Superintendent, unless properly renewed.
- f. Termination of Authorization — The Board and Superintendent are authorized to revoke a School Guardian authorization at any time and for any reason. A School Guardian authorization shall automatically terminate upon resignation or termination of employment with the District, or upon revocation or suspension of the employee's Handgun License.

IV. Required Training and Equipment

- a. Training — Each School Guardian will be required to maintain proficiency by meeting additional training requirements annually. Training will be paid for by the District. Unless the Guardian has been previously certified as a peace officer in the last 12 months, a Guardian will complete District-designated training in compliance with Tex. Gov't Code 411.1901 prior to receiving authorization to carry. The school safety certification training must include not less than 15 hours and no more than 20 hours of training from a qualified provider(s) that addresses the following:

- i. Strategies for preventing school shootings and for securing the safety of potential victims of school shootings.
 - ii. Instruction on the use of a handgun in high-stress situations such as active shooter scenarios.
 - iii. Instruction on proper storage with an emphasis on storage to reduce the possibility of injury to a child.
 - iv. Use of a handgun in crowded settings that includes children; and
 - v. Instruction to improve proficiency with a handgun.
- b. Range Training — School Guardians will be required to qualify at the shooting range four times per year with at least 125 rounds per session.
- c. Firearm — School Guardians shall provide their own firearm that is of a model and caliber approved by the Superintendent. Each School Guardian must produce his/her firearm for inspection by the Superintendent before the Board considers authorization of the individual as a School Guardian, and thereafter on a regular basis as determined by the Superintendent. Except for trained and authorized Security Officer(s), a School Guardian shall keep his/her firearm concealed on his or her person at all times while performing duties as a School Guardian and such firearm shall be carried without a round in the chamber.
- d. Ammunition School Guardians shall not use any other ammunition, other than the ammunition specified below, to be purchased by the Guardian:
 - i. Frangible ammunition to attempt to reduce collateral damage; and
 - ii. Regular ammunition for practice rounds.
- e. Authorization Card — At any time the Guardian carries his/her firearm, the Guardian must also have in his/her possession his/her LTC and a School Guardian authorization card (provided by the District).
- f. Annual Stipend Employees who are designated School Guardians will receive an annual stipend in the amount of \$1500.00, to be annually for use in covering individual employee expenses and training related to the voluntary performance of duties as School Guardians. Should a School Guardian relinquish his role as a School Guardian, either voluntarily or involuntarily, the School Guardian will no longer be eligible for the stipend.

V. Confidentiality

- a. Non-Disclosure — The identity of a Guardian (including an applicant or former Guardian) will remain confidential to the extent allowed by law, except as allowed to be shared with persons the District determines have a need to know under the Guardian Plan. Any persons who may be given access to the identity must first sign a non-disclosure agreement. Except as required by law, the District will not confirm or deny any employee's past, present, or future participation in the program. These Rules and Procedures are similarly confidential

and shall not be disclosed. The identity of an employee who requests participation as a School Guardian is also confidential and shall not be disclosed under any circumstances.

- b. Need to Know — Persons with a need to know could include school board members, superintendent, school attorney, District-designated trainer, campus principal, designated local law enforcement, and any currently authorized Guardian.
- c. Confidentiality and Non-Disclosure Agreement Form — The Confidentiality and NonDisclosure Agreement related to the Guardian Plan must be fully executed before Confidential Information will be provided to a person designated as a person with a "need to know."

VI. Active Shooter/Emergency Situation involving Immediate Threat of Death or Injury Situation

- a. Display and Use of a Handgun - The display or use of a handgun by a Guardian is allowed only on District property during regularly scheduled school days, when students or staff are required to be present and in response to a situation in which the person determines, using his or her judgment and discretion, that such action is necessary to prevent or abate the commission of an offense that threatens serious bodily injury and/or death to a student, school personnel or a visitor.
- b. School Guardian Lockers, and Equipment—The School Guardian further agrees to comply with other mandates with regard to storage of his/her firearm, ammunition and any other equipment while on District property.

VII. Coordination with Law Enforcement

- a. Coordination with Law Enforcement — The Superintendent will use their judgment and discretion in coordinating the implementation of the Guardian Plan with appropriate local law enforcement. Law Enforcement's response will take control of the scene and School Guardians must comply with any directives from Law Enforcement officials.
- b. In the presences of Law Enforcement on site during an Active Shooter/Emergency Situation involving immediate threat of Death or Injury, law enforcement officials are to assume responsibility on the scene and appointed School Guardians should identify themselves and use their handguns, only if instructed to do so,