

Business and Noninstructional Operations

CAMPUS SECURITY

BP 3515 (a)

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

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

(cf. 5131.5 – Vandalism and Graffiti)

(cf. 5142 – Safety)

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.

(cf. 0450 - Comprehensive Safety Plan)

SURVEILLANCE SYSTEMS

In consultation with the district’s 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.

(cf. 5131.1 – Bus Conduct)

(cf. 5145.12 – Search and Seizure)

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.

(cf. 5144 – Discipline)

(cf. 5144.1 – Suspension and Expulsion/Due Process)

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.

(cf. 4112.6/4212.6/4312.6 – Personnel Files)

(cf. 5125 – Student Records)

(cf. 5125.1 – Release of Directory Information)

Legal Reference:

EDUCATION CODE

1707.10-17079.30 *Leroy F. Greene School Facilities Act, especially:*
17075.50 *Classroom security locks, new construction projects*
17583 *Classroom security locks, modernization projects*
32020 *Access gates*
32211 *Threatened disruption or interference with classes*
32280-32289 *School safety plans*
35160 *Authority of governing boards*
35160.1 *Broad authority of school districts*
38000-38005 *Security departments*
49050-49051 *Searches by school employees*
49060-49079 *Student records*

PENAL CODE

469 *Unauthorized making, duplicating or possession of key to public building*
626-626.11 *Disruption of schools*

CALIFORNIA CODE OF REGULATIONS, TITLE 24

1010.1.9 *Door operations*
1010.1.11 *Lockable doors from the inside*

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) *Right to Safe Schools*

UNITED STATES CODE, TITLE 20

1232g *Family Educational Rights and Privacy Act*

CODE OF FEDERAL REGULATIONS, TITLE 34

99.3 *Definition of education records*

COURT DECISIONS

Brannum v. Overton County School Board (2008) 516 F. 3d 489
New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 *Ops.Cal.Atty.Gen.* 257 (2000)
75 *Ops.Cal.Atty.Gen.* 155 (1992)

Management Resources:

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, rev. 2005

U.S. DEPARTMENT OF EDUCATION PUBLICATIONS

FAQs on Photos and Videos under FERPA

WEBSITES

CSBA: <http://www.csba.org>
California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/lr/ss>
National Institute of Justice: <http://www.ojp.usdoj.gov/nij>
National School Safety Center: <http://www.schoolsafety.us>
U.S. Department of Education, Protecting Student Privacy: <http://studentprivacy.ed.gov>

Policy adopted: December 17 2020

Business and Noninstructional Operations

CAMPUS SECURITY

AR 3515 (a)

The Superintendent or designee shall ~~ensure that~~ **develop a** campus security ~~procedures are developed which are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans.~~ **plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:**

(cf. 0450—Comprehensive Safety Plan)

~~These procedures shall include strategies and methods to:~~

1. Secure the campus perimeter and school facilities in order to prevent criminal activity.

These strategies shall include a **risk management** analysis of ~~the building~~ **each campus'** security system, lighting system, and ~~campus~~ fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings **and interior spaces** from outsiders and discourage trespassing.

These ~~procedures~~ **strategies** may include **installing locks**, requiring visitor registration, ~~requiring~~ **providing** staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. 1250 - Visitors/Outsiders)

*(cf. 3515.2—~~Disturbances~~**Disruptions**)*

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti.

These ~~methods~~ **strategies** may include plans to immediately cover graffiti as well as **and implement** campus beautification. ~~projects and shall also include students and the community in these projects.~~

(cf. 3515.4 - Recovery for Property Loss or Damage)

(cf. 5131.5 - Vandalism, ~~Theft~~ and Graffiti)

(cf. 5137 – Positive School Climate)

(cf. 6142.4 – Service Learning/Community Service Classes)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

5. Detect and intervene with school crime.

These ~~procedures~~ **strategies** may include ~~the creation of a~~ **creating a** school watch program, **increasing adult presence and supervision, establishing** an anonymous crime reporting system, ~~analysis of~~ **analyzing** school crime incidents, and ~~collaboration and communication with~~ **collaborating with** local law enforcement agencies, **including providing for law enforcement presence.**

(cf. 3513.3 – District Police/Security Department)
(cf. 3515.7 – Firearms on School Grounds)
(cf. 3516.2 – Bomb Threats)
(cf. 5116.2 – Involuntary Student Transfers)
(cf. 5131.2 – Bullying)
(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5141.52 – Suicide Prevention)
(cf. 5138 – Conflict Resolution/Peer Mediation)
(cf. 5145.9 – Hate-Motivated Behavior)
(cf. 6164.2 – Guidance/Counseling Services)

All staff shall receive training in building and grounds security procedures **and emergency response.**

~~*(cf. 3515.3 – District Police/Security Department)*~~
(cf. 4131 - Staff Development)
(cf. 4231 – StaffDevelopment)
(cf. 4331 - Staff Development)

~~These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.~~

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.1.9, 1010.1.11)

Keys

All keys used in ~~the District~~ **a school** shall be the responsibility of the principal ~~department head~~ or designee. Keys shall be issued only to ~~those~~ **authorized** employees who regularly need a key in order to carry out ~~normal activities of their position~~ **their job responsibilities**. ~~A log of keys issued will be kept at each District site.~~

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

Keys shall ~~be used only by authorized employees and shall~~ never be loaned to students, parents/guardians, or volunteers, **nor shall the master key ever be loaned.**

CAMPUS SECURITY (continued)

AR 3515 (c)

The **Any** person issued a key shall be responsible for its safekeeping. **The duplication of school keys is prohibited.** If a key is lost, the person responsible shall **immediately** report the loss to the principal or designee ~~immediately~~ and shall pay for a replacement key.

~~The master key shall not be loaned and the duplication of school keys is prohibited.~~

~~All keys must be returned to the principal, department head or designee upon resignation or termination of employment.~~

Legal References:

EDUCATION CODE

~~32020 Access gates~~

~~32211 Threatened disruption or interference with classes 32280 32288 School safety plans~~

~~38000 38005 Security~~

~~patrols~~ PENAL CODE

~~469 Unauthorized making, duplicating or possession of key to public building 626 626.10 Disruption of schools~~

Management Resources:

CDE PUBLICATIONS

~~Safe Schools: A Planning Guide for Action,~~

~~1995~~ CSBA PUBLICATIONS

~~Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995~~

Regulation amended: December 17, 2020

Regulation approved: April 19, 2007