

3515 Campus Security

The Superintendent or designee shall direct school principals to develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

These procedures shall include, but are not limited to, strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building 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 from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.
3. Discourage vandalism and graffiti. These methods may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.
4. Control access to keys and other school inventory.
5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration and communication with local law enforcement agencies.

All staff shall receive training in building and grounds security procedures. These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

Keys/Electronic Key Card

All keys/electronic key cards used in a school shall be the responsibility of the principal or designee. Keys/electronic key cards shall be issued only to those employees who regularly need building access in order to carry out normal activities of their position. Volunteers may be issued an electronic key card from the school office with limited access locations and limited access times.

The person issued a key/electronic key card shall be responsible for its safekeeping. If a key/electronic key card is lost, the person responsible shall report the loss to the principal or designee immediately and shall pay for a replacement.

Keys/electronic key cards shall be used only by authorized employees or volunteers and shall never be loaned to students.

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

Video Camera Surveillance

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with relevant district staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where

3515 Campus Security (continued)

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 locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. 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, explaining that the recordings may be used in disciplinary proceedings, and that matters captured by the camera may be referred to local law enforcement, as appropriate.

Recorded video images stored shall be maintained for a period up to 20 days from the date which the image was recorded. 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.

Board Approved:

May 26, 2021

July 27, 2017

September 6, 2007

July 20, 2006

April 15, 2004

Effective Date: July 1, 2004