

**CAMPUS SECURITY**

The Superintendent or designee shall ensure that the district's campus security plan includes strategies to:

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

These strategies include a risk management analysis of each campus' security system, lighting system, and 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 strategies may include requiring visitor registration, staff and student identification tags, and patrolling of places used for congregating and loitering.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disruptions)*

*(cf. 5112.5 - Open/Closed Campus)*

3. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti as well as 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)*

4. Control access to keys and other school inventory

*(cf. 3440 - Inventories)*

5. Detect and intervene with school crime

These strategies may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime incidents, and collaboration with local law enforcement agencies, including providing for law enforcement presence.

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

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

## **CAMPUS SECURITY (continued)**

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

### **Keys**

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

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. The master key shall not be loaned.

The 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 and shall pay for a replacement key.

### **Video Surveillance on District Property**

#### **Camera Location, Operation, and Control**

1. School district buildings and grounds may be equipped with video monitoring devices. Video surveillance may occur in any school district building or on any school district property.
2. Video surveillance may be placed in areas as a result of:
  - a. Prior property damages or related security incidents
  - b. Threat to safety and security of students and staff
  - c. Occurrence of criminal activity
  - d. Determination that surveillance is deemed to be a viable deterrent in a particular location
3. Cameras shall not be positioned in areas where individuals have a right to expect privacy, i.e., restrooms, locker rooms, staff rooms.
4. Cameras placed outside shall be positioned only where it is necessary to protect external assets or to provide for the personal safety of individuals on school grounds or premises.

**CAMPUS SECURITY** (continued)

5. Each site administrator is responsible for the proper implementation and control of the video surveillance system.

**Use of Video Recordings**

1. Video recording of actions by students may be used by the Board or administrators as evidence in any disciplinary action brought against students arising out of the student's conduct in or about district property.
2. Video recordings of students, staff, or others may be reviewed or audited for the purpose of determining adherence to Board policy and school rules.
3. The Board may use video surveillance to detect or deter criminal offenses that occur in view of the camera.
4. Video recordings may be released to third parties, as outlined below.
5. The Board or its administrators may use video surveillance and the resulting recordings for inquiries and proceedings related to law enforcement, deterrence, and student discipline.

**Review and Protection of Information**

1. Video recordings may only be viewed by:
  - a. The site administrator or designee
  - b. School staff with a direct involvement with the recorded contents of the specific recording
  - c. Employees responsible for the technical operations of the system (for technical purposes only)
  - d. An employee or student facing disciplinary action and his/her association representative or other advocate
  - e. Parents/guardians, when authorized by the Principal
  - f. Law enforcement, when authorized by the Principal

Viewing may be refused or limited by the Principal to protect a third party's personal privacy or safety.

**CAMPUS SECURITY** (continued)

2. No video footage may be copied, saved, or redirected outside of the district's video monitoring system, except where authorized by the Superintendent or designee as a result of a court order in a legal action.