

**CAMPUS SECURITY**

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

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the district's comprehensive safety plan and 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)*

**Video Monitoring**

The district Board authorizes the use of video cameras on district property and in vehicles used for student transportation in order to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent or designee.

The district shall notify staff and students through student/parent/guardian and staff handbooks that video monitoring may occur on district property and school buses, and in accordance with district regulations for video monitoring of public areas.

*Legal Reference: (see next page)*

## CAMPUS SECURITY (continued)

### *Legal Reference:*

#### EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

#### PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building

626-626.10 Disruption of schools

#### CALIFORNIA CONSTITUTION

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

#### UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

#### COURT DECISIONS

*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:*

#### CSBA PUBLICATIONS

*Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999*

#### 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, 1999*

#### WEB SITES

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij>

**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 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)*

## **CAMPUS SECURITY (continued)**

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

*(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 Monitoring**

The purpose of the video monitoring program is to protect the safety and security of students, employees, and authorized visitors to school and safeguard district facilities and equipment. Video cameras may be used to monitor buildings, interior areas, exterior areas, including, but not limited to: parking lots, perimeters, and entrances and exit doors and on school buses operated by the district or contracted carrier. Video monitoring by a contracted transportation carrier shall be subject to all district policies and regulations governing the use of video monitoring devices.

#### Notice and Authorization to Monitor

Whenever and wherever video cameras are installed, signs will be posted at conspicuous locations informing persons that the buildings and grounds may be under video monitoring. These signs will inform all persons that the video monitoring is either continuous or random and whether it is monitored or not monitored. Signs are not required to be posted on school buses operated by the district or contracted transportation carrier.

#### System Operation

Equipment shall not monitor areas where public and employees have a reasonable expectation of privacy such as lockers rooms and adult and student restrooms.

**CAMPUS SECURITY** (continued)

The use of video monitoring equipment on school grounds shall be supervised and controlled by the building principal. The building principal designates an administrator who operates the system and maintains the recordings. The building principal or designated administrator may utilize district support staff to assist in the operation, review and maintenance of recordings, based only upon authorization by the building principal or designated administrator identifying the staff member(s) who will provide the assistance and, when appropriate, the scope of that assistance. Any further delegation should be limited and should include only administrative staff.

Video recording should be reviewed where there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include but are not limited to: incidences of property damage, theft, trespassing, personal injury, student behavior/discipline, etc.

Administrative, contracted staff, or support staff authorized to work with a video monitoring system will be required to review and apply these regulations in performing their duties and functions related to operation of the system. Audio will not be part of the video recording made, reviewed, or stored by district staff or transportation carrier.

Staff and students are prohibited from unauthorized use, tampering with, or otherwise interfering with video recording and/or video camera equipment and will be subject to appropriate disciplinary action. Disciplinary action shall be consistent with district standards and may include, but is not limited to, written reprimand, suspension, demotion or dismissal, depending upon the nature and severity of the situation.

The district shall provide reasonable safeguards, including but not limited to, password protection, well-managed firewalls, and control of physical access to protect the monitoring system from hackers, unauthorized users, and unauthorized use.

The regulations shall be incorporated into training and orientation programs. The regulations should be reviewed and updated periodically.

Video monitors shall be located in an administrative office at the school, the site's central security office, the district office, or the office of the transportation carrier. Video monitors shall not be located in an area that enables public viewing.

Video monitoring equipment shall be used in accordance with all school district board policies, including the district's non-discrimination policy and its corresponding regulations relating to privacy and safety.

## **CAMPUS SECURITY (continued)**

### Storage and Security

Video recordings will be stored for a minimum of ninety (90) school days after initial recording, whereupon, if the principal/designee or contractor knows of no reason for continued storage, such recordings will be released for erasure. Storage of video recordings will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.

Video recordings held for review of property or student incidences will be maintained in their original form pending resolution. Recordings then will be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's behavioral record in accordance with established district procedures and applicable law.

All tapes or other storage devices that are not in use should be stored securely and in a locked receptacle located in a controlled access area. All storage devices that have been used should be numbered and dated. Access to the storage devices should be possible only by authorized personnel.

### Student Records

Video recordings are treated by the school district as part of a student's educational record or staff member's personnel record. The school district will comply with all applicable State and Federal laws and district Board policies related to record maintenance, retention, and disclosure.

Requests to review video recordings shall comply with all applicable state and federal laws and board policies relating to student records, employment records, public's right to know, and guidelines for responding to public requests for information.

### Viewing Requests

All requests for review of video recordings that are considered an educational record and/or personnel record will be as follows:

- All viewing requests must be submitted in writing.
- Requests for viewing will be limited to those parents/guardians, students, contractor and/or district officials with a direct interest in the proceedings as authorized by the principal and only the portion of the video recording concerning the related specific incident will be made available for viewing.

Written requests for viewing may be made to the principal within five (5) school days of the date of recording, and/or notice of the recording. Approval/denial for viewing will be made

**CAMPUS SECURITY** (continued)

within ten (10) school days of receipt of the request and so communicated to the requesting individual. Video recordings will be made available for viewing within three (3) school days of the request approval. Actual viewing will be permitted only at school-related sites, including the school buildings or essential administrative offices, or transportation offices. All viewing will include the building principal or his/her designee.

A written log will be maintained for those viewing video recordings who are not employees of the district or transportation carriers, including the date of viewing, reason for viewing, location of the recording, date the recording was made, and signature of the viewer.

Video recordings, including those made by the contracted carrier, will remain the property of the district and may be reproduced only in accordance with law, including applicable Board policy and regulations.