

Business and Noninstructional Operations

Campus Security

The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and 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 include installing locks, requiring visitor registration, providing staff and student identification tags, and patrolling places used for congregating and loitering.

3. Secure the district's network infrastructure and web applications from cyberattacks.

These strategies may include performing an independent security assessment of the district's or individual school's network infrastructure and selected web applications in consultation with the California Cybersecurity Integration Center (Cal-CSIC).

The District shall report any cyberattack impacting more than 500 students or staff to the California Cybersecurity Integration Center. (Education Code 35266)

4. Discourage vandalism and graffiti.

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory.

6. Detect and intervene with school crime.

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

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Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to law enforcement, and receive training in the assessment and reporting of such threats.

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

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 1010.2, 1010.2.8.2)

Keys

The principal or designee shall be responsible for all keys used in a school.

1. Keys shall be issued only to authorized employees who regularly need a key in order to carry out their job responsibilities.
2. 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.
3. Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.
4. 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 and shall pay for a replacement key.
5. Master keys are assigned to individuals and are not to be loaned to other school personnel. Master keys are not to be left in school buildings overnight or on weekends. The only exception is when keys can be locked in specifically designated secure locations. This location must be approved by the Administrator of Facilities Planning and Maintenance.

Special Note: In the event of an emergency situation, the principal, or designee, may

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issue a master key to authorized first responder representatives or to the Red Cross. Signed receipts for keys issued in this manner should be obtained and once the emergency situation is resolved, any keys issued must be collected and written acknowledgement documented.

6. All keys are to be turned in at the end of each school year for inventory purposes and re-checked out to employees.
7. All keys are to be collected from all employees who are on leaves of absence, have transferred to another work location, or have resigned, retired, or been terminated from employment.

The Chief Counsel & Business Operations Officer shall develop criteria for issuing keys to individual District and school personnel.

Rules Approved: 11/15/1974

Rules Revised: 07/19/1994; 02/04/2003; 06/24/2003; 10/21/2016; 04/03/2020; 04/14/2023

Formerly AR 3511