

CAMPUS SECURITY

The Superintendent or designee shall ensure that 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.

(cf. 0450 - Comprehensive Safe Schools 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 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.

(cf. 1250 - Visitors/Outsiders)

(cf. 3515.2 - Disruptions)

(cf. 5112.5 - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods may include immediately covering graffiti and plans for campus beautification projects which shall also include students and the community.

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

(cf. 5131.5 - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. 3440 - Inventories)

CAMPUS SECURITY (continued)

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.

(cf. 3515.3 - District Police Department)

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(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.

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

Keys shall be used only by authorized employees and shall never be loaned to students.

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

Each principal shall set up a record keeping system so as to know at all times the location of all keys.

CAMPUS SECURITY (continued)

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliance, etc. when leaving the room or building.

Keys may be obtained only through the site administrator.

The employee issued the key shall agree:

1. To be personally and monetarily responsible for the keys received as a staff member of the district;
2. To permit no one to duplicate the key with knowledge or consent of employee;
3. To assume full responsibility for the loss or damage resulting from the loaning of a key to any person;
4. To notify the principal or supervisor of any loss immediately after its occurrence;
5. To reimburse the school district for the loss of a key in accordance with the following:

Room keys	\$	20.00
Sub-master keys	\$	30.00
School master keys	\$	50.00
District master keys	\$	100.00

6. To cover the cost of re-keying locks if the loss of a key is judged to place rooms, buildings or campuses at risk.
7. To return all keys to the principal or supervisor (reissued for 12 month employees) or end of employment procedures; all of the unpaid obligations to be cleared at that time.

Persons losing keys shall immediately notify principal or supervisor either personally or by telephone. The Director of Facilities, in consultation with the principal or supervisor, shall determine whether a replacement lock(s) should be installed.

The person losing the key(s) shall follow the verbal report with a written explanation of the loss of the key(s). Subject report shall be submitted through administrative channels to the Director of Plant Operations.

Legal Reference: (see next page)

CAMPUS SECURITY (continued)

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

35294-35294.5 School safety plans

39670-39675 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

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VISALIA UNIFIED SCHOOL DISTRICT

Visalia, California