

Business and Noninstructional Operations

CAMPUS SECURITY

The Board is committed to providing an environment that promotes the safety of students, employees, and visitors in school grounds. The Board also recognizes the importance of protecting District property, facilities, vehicles, buses, and equipment from vandalism and theft.

The Superintendent/designee shall develop site and transportation security procedures. Such procedures shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the District achieve its goals for campus, facility, vehicle, and bus safety and security. The Superintendent/designee shall identify appropriate locations for the placement of surveillance cameras. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Except for bus surveillance equipment, any audio capability on the District's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5131.1 - Bus Conduct)
(cf. 5145.12 - Search and Seizure)

Prior to the operation of the surveillance system, the Superintendent/ designee shall ensure that signs are posted at conspicuous locations in affected District facilities, property, and buses. These signs shall inform students, staff, and visitors that surveillance may occur. The Superintendent/designee shall also provide prior written notice to staff, students, and parents/guardians about the District's surveillance system, explaining that the recordings may be used in disciplinary proceedings in accordance with Board Policy, state law, and/or applicable collective bargaining agreements. Written notice shall also include that matters captured by the camera may be referred to local law enforcement as appropriate.

(cf. 5144 - Discipline)
(cf. 5144.1 - Suspension and Expulsion, Due Process)

To the extent that any images from the District's surveillance system create a student or personnel record, the Superintendent/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.

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CAMPUS SECURITY (continued)

(cf. 5125 - Student Records; Confidentiality)

Key Control

The Board believes that effective key control will help the District achieve its goals for site security. The Superintendent/designee shall develop key control procedures, outlining proper distribution of keys according to position and function.

Missing keys and circumstances surrounding each loss shall be reported immediately to the Director of Maintenance and Operations/designee.

Duplicate keys shall be obtained only through the Director of Maintenance and Operations/designee and not through outside sources. Any badly worn or broken key may be replaced through the Director of Maintenance and Operations/designee, but at the time of replacement shall be exchanged for the new key.

The site administrator or manager is responsible for the security of site buildings and contents and for all keys issued to members of his/her respective staff.

Legal References:

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

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CAMPUS SECURITY (continued)

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992)

Management Resources:

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/lr/ss>

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