

Business and Noninstructional Operations

**CAMPUS SECURITY**

The Superintendent/designee shall ensure that the District's security procedures include:

1. Securing campuses, District facilities, vehicles, and buses in order to prevent criminal activity.

These strategies include an assessment of facilities' security system, lighting, natural surveillance, access control, territorial reinforcement, and maintenance. The District may use assessment data to maximize surveillance through strategic placement of security cameras. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Securing buildings and buses from outsiders and discourage trespassing.

These strategies may include requiring visitor registration; visitor, staff, and student identification badges; patrolling of places used for congregating and loitering; and use of a transportation student management system.

*(cf. 1250 - Visits to the Schools)*

3. Discouraging vandalism and graffiti.

These strategies may include plans to immediately cover graffiti as well as to establish site beautification projects. The District may also involve students and the community in these projects.

*(cf. 3515.4 - Recovery for Property Loss or Damage)*  
*(cf. 5131.5 - Vandalism)*

4. Controlling access to keys and other school inventory

The District shall utilize a key management system. All keys used at a school or District facility shall be the responsibility of the principal/manager/designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position as outlined in the key control procedures developed by the Superintendent/designee.

The principal/manager/designee will utilize the key management system to record each key assigned and identify the room(s) or building(s) each key opens.

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**CAMPUS SECURITY** (continued)

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/manager/ designee.

Staff will be assigned keys on an annual basis according to position and function in the District. All teachers must submit keys to principal/designee at the end of the school year for verification and accounting before keys are reissued for the summer.

*(cf. 3440 - Inventories)*

5. Detecting and intervening 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.

Staff shall receive training in building and grounds security procedures.

*(cf. 4131 - Professional Development)*