

CAMPUS SECURITY

Security Procedures for Irregular Entries

The Superintendent or designee shall provide procedures to be followed for entry into buildings at times other than the normal working day.

Authorization List and Security Pass Cards

At the beginning of each school year the management team member responsible for each site location shall submit to the Superintendent or designee a list of those persons to whom Security Pass Cards are to be issued. The list should be kept to a minimum, listing only those with an absolute necessity to enter frequently before or after the normal business hours. The list must contain the following information: name, address, telephone, number, job title, mother's maiden name.

The Superintendent or designee shall be notified immediately in writing of any additions or deletions to the list, for his/her approval and issuance of individual Security Pass Cards.

Local Responsibility for Security Clearance

The management team member responsible for each site location shall be responsible for notifying General Monitoring Services (GMS) of any and all planned activities and entrances at a time other than the normal business hours, giving the name of school or building to be entered, pass holder's pass number, pass holder's mother's maiden name, person to be entering, date of entry, time of entry, room(s) in use, time of closing and other special information if required or necessary.

GMS shall not be notified of irregular entries earlier than two days prior to such entry unless it is to fall on or during a weekend or long holiday period. Weekend entries should be reported during normal school hours on Friday or the last regular school day before a holiday. GMS shall be notified of all entries into the school or building including nonschool-sponsored activities:

Security Pass Card Holders

Pass holder wishing to make an irregular entry must:

1. Notify General Monitoring Services (GMS) prior to such entry by telephoning (800) 634-3915. Entry must be for a specified day and time. No open-end authorizations will be accepted.
2. Identify yourself to GMS with you name, school, pass card number, and mother's maiden name.

CAMPUS SECURITY (continued)

3. Indicate the exact area to be entered, time of entry and time of departure. You must leave at the time you have been cleared for or request an extension from GMS.
4. Enter only the area that you have indicated to GMS. Entrance into another area requires further clearance by GMS.
5. If your entry time is delayed longer than 15 minutes, it is necessary to call GMS immediately by school or public phone to inform them of the new time.
6. When you are ready to leave, it is your responsibility to see that all areas used by you are properly secured and that the gates are locked as you leave. GMS should be notified that you are leaving by school phone or the nearest off-campus public phone. The alarm is not reactivated until GMS receives your exit call.

Nonpass Card holders

Personnel not holding a valid Security Pass Card and requiring entry into an alarm-protected area of the district must arrange such entry through the management team member responsible for the site location in advance of such entry. The management team member should be notified during normal school hours. It is the responsibility of the management team member to notify GMS of any and all planned entries during off hours. This applies to school activities and entry by nonpass card holders. GMS has been instructed not to accept authorization for entry and/or school activities from custodians. Custodians are not to allow teachers into classrooms or school officer during off hours unless said person has been cleared by the principal and GMS has been notified.

1. Persons entering and having been previously cleared by the management team member responsible for the site location, and having a record on file with GMS, must call GMS prior to entry and give the approximate time of arrival and entry. Call can be made from home or if driving time is longer than 15 minutes somewhere outside the school. Any entry without proper notification will result in school security personnel being dispatched and a written report made to the Assistant Superintendent and management team member responsible for the site location.
2. Prior to leaving, be certain that all areas used have been properly secured and all gates locked. GMS must be notified of your leaving. Until you have done this, the alarm system will be off on the area for which you were cleared. Until the alarm is reactivated, you are responsible for the protection of the area. If no phone is available on school property, the call should be made from the nearest off-campus phone.

CAMPUS SECURITY (continued)**Violation of Irregular Entry Procedures**

All violations of irregular entry procedures will be reported to the Superintendent or designee and the management team member involved. Security passes are subject to revocation for repeated violations of security procedures. Nonpass card holders may be denied future clearance for entry except during normal working hours. Such revocations may be temporary or permanent depending on the severity and number of violations.

False Alarms

Any person causing a false alarm or causing one to be reported to the police authority of GMS is subject to a fine, imprisonment or both. Persons causing false alarms are subject to civil action in cases where there is damage to property or injury to persons responding to such false alarms and subject to further penalty for violation of legal statutes.

Issuance of keys

The Superintendent or designee, in cooperation with management team members responsible for the site locations, shall establish procedures for the recording of the issuance, distribution, duplication, and return of all keys within a building site.

The Governing Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce all Board policies related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3515.2 – Intruders on Campus)
(cf. 4158/4258/4358 – Employee Security)
(cf. Students Expelled from Other Districts)
(cf. 5131 – Student Conduct)
(cf. 5131.4 – Campus Disturbances)
(cf. 5131.5 – Vandalism)
(cf. 5131.6 – Alcohol and Other Drugs)
(cf. 5131.7 – Weapons and Dangerous Instruments)
(cf. 5136 – Gangs)
(cf. 5141.4 – Child Abuse and Neglect)
(cf. 5142 – Student Safety)
(cf. 5144 – Discipline)
(cf. 5144.1 – Suspension and Expulsion/Due Process)
(cf. 6114 – Emergencies and Disaster Preparedness Plan)

The Superintendent or designee shall establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent or designee also shall investigate ways that school grounds can be made more secure.

CAMPUS SECURITY (continued)

The Superintendent or designee shall arrange for law enforcement authorities or school security staff to regularly monitor security around the perimeter of all district schools to prevent outsiders from entering school grounds.

The principal of each school shall ensure that his/her school has a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises. The Board encourages principals to solicit the participation of local law enforcement agencies, staff, parents/guardians, and students in the development of these plans.

Video and Surveillance

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with relevant staff and safety committee, the Superintendent or 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. Any cameras used by the school district will not have audio capabilities.

Signage and Notification

Prior to the operation of the surveillance system, the Superintendent or designee shall ensure that signs are posted at conspicuous locations at affected school buildings and grounds. These signs shall inform students, staff, and visitors that surveillance may occur and shall state whether the district's system is actively monitored by school personnel. The Superintendent or designee shall also provide prior written notice to students and parents/guardians about the district's surveillance system, including the locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and 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)

Camera Placement

The security camera system is installed in public areas only. These areas include school grounds, athletic areas, exterior entrances, or exits to school buildings and large gathering spaces such as classroom corridors, athletic fields, and main entries.

Restrooms, changing rooms, private offices, nurse's offices, and locker rooms are excluded from security camera use.

Security camera usage is prohibited in any space where there is a reasonable expectation for privacy.

CAMPUS SECURITY (continued)**Video Recording**

The video record shall be maintained for a period not to exceed 30 calendar days and then destroyed. Copying over a previous recording on videotape or in a digital file is a permissible method of destroying an out-of-date video recording.

This policy is based on the presumption and belief that neither students, staff or visitors have a reasonable expectation of privacy in those events that occur in plain view of other students, staff and guests in those public areas of a school campus subject to video surveillance as described above.

If a surveillance camera records unlawful conduct or conduct in violation of the Board of Education Policies on employee or student conduct, the record shall be admissible as evidence in any proceeding regarding the discipline of any student or staff member. At that time, the district shall comply with all applicable state and federal laws related to student record maintenance and retention, as provided in the Family Educational Rights and Privacy Act (FERPA) . In the event a video recording is used or intended for use as evidence in a student or employee disciplinary proceeding that recording ceases to be a public record and from that point forward is and shall be considered a confidential student record as provided by FERPA. Release of such videos will be made only as permissible pursuant to applicable law and with the permission of the Superintendent or Superintendent's designee.

*Legal Reference:*EDUCATION CODE*32020 Access gates**32211 Threatened disruption or interference with classes**35294-35294.9 School safety plans**38000-38005 Security patrols*PENAL CODE*469 Unauthorized making, duplicating, or possession of key to public building**626-626.10 Crimes on school grounds*CALIFORNIA STATE CONSTITUTION*"Right to Safe Schools" Article 1, Section 28(c)*