

## SAFE SCHOOLS

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## BOARD POLICY

1. It is the intent of the Board to provide an educational environment that is safe and orderly to the extent that students have the opportunity to learn and teachers can teach. The District will not tolerate violence or injury to staff or students, nor will any type of weapon be tolerated at any school event or activity or on the property of the District.
2. All District policies relating to safety and security of staff and students will be administered fairly and firmly enforced.
3. Any type of unlawful activity shall be reported immediately to the proper law enforcement agency, and the school staff shall cooperate with any subsequent criminal prosecution.
4. Administrators and site supervisors are primarily responsible for initiating and maintaining the necessary precautions for health and safety of the staff and students under their direction and for rules, regulations, and laws governing health and safety.
5. The District shall establish a process for assuring any student who has the right to transfer from a school pursuant to the Unsafe School Choice Option of the No Child Left Behind Act (see attached exhibit) is allowed **such a** ~~to transfer. to a school in the District which is not persistently dangerous.~~ The process shall be included in the District's Safe School Plan.
6. The Board authorizes the superintendent to develop procedures consistent with this policy.

## ADMINISTRATIVE PROCEDURE

1. All accidents occurring on the District property that involve students, employees or visitors should be reported within twenty-four hours to the Office of Human Resources. Accidents involving District equipment, facilities or material shall be investigated to determine if corrective action is necessary.
2. Any condition in a physical facility, equipment or other materials deemed to be hazardous shall be reported immediately by the building or site administrator to the **maintenance supervisor**. Hazardous or unhealthy conditions will receive highest priority by the maintenance department for immediate correction.

3. The classroom teacher is responsible for providing safety instructions for all students in the use and proper handling of equipment and materials that might be utilized as a part of the instructional program. Such safety procedures should occur prior to authorizing any student to use potentially hazardous equipment or materials.

4. The District shall create a Safe Schools Plan and conduct periodic training to all staff relative to the various components of such Plan. The plan shall be regularly reviewed and updated.

5. The District shall report each student transfer affected pursuant to the Unsafe School Choice Option of NCLB to the State Board of Education in the Mississippi Student Information System.

6. Use of Video Security Cameras.

6.1. In support of the establishment and maintenance of an educational environment that is safe and orderly, conducive to student learning and supportive of teachers, administrators, and staff in creating a climate of mutual respect, the use of video security cameras is authorized on District-owned property. The superintendent or designee shall coordinate the placement and use of video security cameras and management systems.

6.2. Video security cameras may be used for the following purposes:

- To establish a school and classroom environment that is safe, orderly, and conducive to student learning and achievement.
- To promote the safety of students, staff, and authorized visitors.
- To protect District property.
- To deter property damage.
- To maintain student order and discipline
- To enforce District policy and school rules.
- To detect and deter criminal activity.

6.3. The superintendent or designee is responsible for the overall supervision of security cameras utilized for the listed purposes. The principal of a particular school shall be responsible for the operation of security cameras installed within that school or on that school's grounds. The transportation director shall be responsible for the operation of security cameras installed on school buses.

6.4. Principals, their respective designees and the Director of Transportation may use the recorded video images/files for the purposes as outlined in this policy and for purposes expressly granted or identified by local, state, or federal laws.

6.5. In general, placement of video security cameras will provide for monitoring of activity in hallways, classrooms and common areas such as auditoriums, cafeterias, gymnasiums, stairways, parking lots, and school grounds. Video security cameras

will not be used in restrooms and changing areas such as dressing rooms or locker rooms where there is a “reasonable expectation of privacy.”

6.6. Video security cameras and systems may also be placed on/in District owned buses and other vehicles. Placement of video security cameras in either District leased/rented space or on contracted buses is authorized based on prior written agreement with the owner of the leased/rented space or the contracted bus vendor.

6.7. Notification of the Use of Video Security Cameras.

6.7.1. Signs advising of the presence and use of video security cameras will be posted on building entrance doors, school buses, and other locations as may be determined by the principal, Director of Transportation, and superintendent or designee. A statement of the presence and use of video security cameras will also be provided to students and staff members by administration at a minimum of once each school year. Contractors shall also be advised by appropriate staff members of the use of video security cameras.

6.7.2. The sign of notice of use of video security cameras should be in the following form:

**Smile - Your Picture May Be Taken!  
Notice of the Use of Video Security Cameras**

**“Surveillance cameras are in use in school facilities, on school grounds, and on school buses/District vehicles to promote safety and to encourage reasonable orderliness. ~~in schools, on school property, at school functions, and on school buses/district vehicles.~~ Any person entering a school facility, on school property, at a school function, or riding a school bus or other District-owned vehicle is subject to being videotaped.”**

6.7.3. Use of video security cameras for surveillance of others by non-District personnel is not permitted without prior written authorization from the superintendent.

6.8. Access, Storage, and Destruction of Digital Images/Files.

6.8.1. Access to “real time” and/or stored digital video images/files will be limited to the principal and his/her designees at the school level. The superintendent and designees will also have access to the real time and stored digital images and files.

6.8.2. District employees and/or District approved contractors responsible for the installation, setup, and operation of video security camera equipment and software will be allowed access to the digital images/files and related equipment within the scope of their job responsibilities.

6.8.3. All other access to digital images/files from video security cameras will be authorized by the principal and/or the superintendent’s designee.

6.8.4. Reviewing of digital images/files shall be completed in a manner that avoids public viewing.

## 6.9. Location of Equipment and Video Images.

6.9.1. Video recording, storage, and viewing equipment will be located in positions generally not accessible to the public or unauthorized individuals.

6.9.2. Digital images/files that have been used and are being retained shall be stored in a locked filing cabinet or other approved locked storage space in an area to which students and the public do not normally have access. Digital images/files that are stored in such a manner and are being retained following use will be marked by date of use, by security camera location, and incident.

## 6.10. Retention of Video Images.

6.10.1. Digital images/files from video security cameras that have been used and/or directly affect an individual will be identified as previously described and will be maintained for a minimum of one year.

6.10.2. Digital images/files that become part of the record of an ongoing investigation, a District hearing involving due process, and/or legal proceedings shall be maintained until permission is granted by the superintendent or designee for the destruction of the images/files.

6.10.3. Other digital images/files from video security cameras will not be saved and will be overwritten by other more current images/files within one month.

## 6.11. Review, Use and Release of Digital Images/Files from Video Security Cameras.

6.11.1. Digital images/files from video security cameras will normally be subject to review where a specific incident has or may have been reported or observed.

Review of digital images/files may also occur as part of an investigation of potential crimes, breach of school board policy, or school rules, and/or investigation of a legal claim.

6.11.2. The preceding statement and the following guidelines for review, use, and release of digital images/files from video security cameras are in no way intended to prevent administrators and appropriate staff members from using the video security camera system to create a safe and orderly school environment that is conducive to student learning.

6.11.3. Additional guidelines for review, use, and release of digital images/files from video security cameras **include but are not limited to:** ~~are as follows:~~

- Digital images/files from video security cameras may be reviewed by the Board of Trustees and designated District employees so long as such viewing is necessary for the performance of their duties and **in accordance with applicable state and federal law.**
- Digital images/files from video security cameras may be used to deter and detect suspected criminal offences that occur or might have occurred. ~~in view of the camera.~~
- Digital images/files from video security cameras may be used for the purposes of supporting the creation of safe and orderly school ~~and classroom~~ environments conducive to student learning and for determining adherence to ~~school~~ Board policy and school/District rules.

- Digital images/files from video security cameras shall not be released to third parties except in accordance with applicable state and federal law.
- Digital images/files from video security cameras that may provide evidence of criminal activity may be disclosed to a law enforcement agency per applicable local, state, and federal law or upon presentation of an appropriately completed, signed, and dated court order.
- Digital images/files of a minor student may possibly be viewed by the parents/legal guardians of the minor to the extent that such viewing will not expose viewing of other minor students by the parents/legal guardians of the minor student in question.

6.11.4. The listed guidelines are not intended to be all inclusive but are designed to support staff members in making decisions concerning appropriate review, use, and release of digital images/files from video security cameras. Any misuse or other abuse of the digital images/files from video security cameras by District employees may result in disciplinary action up to and including termination of employment.

#### **EXHIBITS**

ADD 1.0810 *Certification of Compliance with Unsafe School Choice Option requirements of the No Child Left Behind Act*

#### **REFERENCES**

MCA §37-11-29; Public Law 107-110, No Child Left Behind Act of 2001

#### **FORMS**

None

#### **RESCINDS**

ADD Issued: 08/24/2010

ADDA Issued: 04/10/2007

Exhibit ADD 1.0810

#### Certification of Compliance with Unsafe School Choice Option Requirements of the No Child Left Behind Act:

In response to the mandate of the No Child Left Behind Act that directs public school districts receiving funds through this act to provide a Certification of Compliance with Unsafe School Choice Option requirements, the following policy statements are provided.

While the intent of the District is to consistently provide safe and orderly schools conducive to student learning and success, it is recognized that a school or schools may be identified by the Mississippi Department of Education ("MDE") as a "persistently dangerous school" based on the following definitions, conditions, and parameters:

A "persistently dangerous school" is a public school other than a charter school in

which the conditions during the past two years continually exposed students to injury from violent criminal offenses. This can be further defined as follows:

- an elementary, middle or secondary public school in which a total of 20 or more violent criminal offenses were committed per 1000 students (2.0 or more per 100 students) in two consecutive school years; or
- an elementary, middle or secondary public alternative school in which a total of 75 or more violent criminal offenses were committed per 1000 (7.5 or more per 100 students) in two consecutive school years.

For purposes of the Certification of Compliance with Unsafe School Choice Option Requirements, "violent criminal offenses" are identified and reported in the Mississippi Student Information System as follows: simple or aggravated assault, homicide, kidnapping, rape, robbery, sexual battery, mayhem, poisoning, extortion, stalking, and seizure and forfeiture of firearms.

The District acknowledges that whenever the MDE has information that a school meets one or more of the criteria described in the preceding paragraphs, the MDE shall provide the District the opportunity to report on conditions in the school. After consideration of that report and in consultation with a representative sample of local educational agencies, the MDE shall determine whether the school is a persistently dangerous school. Once a school has been designated a persistently dangerous school, it will retain that designation for at least one school year.

In addition, students assigned to a school which the MDE has determined to be persistently dangerous shall be allowed to attend another school in the District which is not designated a persistently dangerous school, provided there is such a school in the District that offers instruction at the student's grade level.

Furthermore, any student who is the victim of a violent criminal offense committed against him or her while he or she was in or on the grounds of the public school that he or she attends shall be allowed to choose to attend another school in the District which is not designated a persistently dangerous school, provided there is such a school in the District that offers instruction at the student's grade level. In order to complete such a transfer, the parents/guardians of the student must request that transfer within 30 days of the violent criminal offense.