

SCHOOL SAFETY AND SECURITY

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff shall strictly enforce district policies and regulations including the District Crisis Response Plan related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

(cf. 3514 - Environmental Safety)
(cf. 3515.2 - Intruders on Campus)
(cf. 4158/4258/4358 - Employee Security)
(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.

It is the expectation of the Board that the Life Assets and Work Skills curriculum will yield three results in each of our students: a greater sense of self-respect; a healthy sensitivity to the welfare of fellow beings; and a heightened sense of community. The Board believes that these results will lead to much less anti-social behavior in general, as well as specifically at school. It is with that expectation in mind that the Board encourages staff, parents/guardians and students at each school to work with local law enforcement agencies and other interested parties in developing a comprehensive school safety plan which includes strategies for preventing crime and violence on school premises.

SCHOOL SAFETY AND SECURITY (continued)

The school principal/lead-teacher shall establish procedures to:

1. Maximize student safety.
2. Minimize fire hazards.
3. Reduce the probability of faulty equipment.
4. Guard against the chance of electrical shock.
5. Maintain records and funds in a safe place.
6. Protect against vandalism and burglary.
7. Assign responsibility for use of school building keys.
8. Maintain locked buildings during non-business hours.
9. Provide routine patrolling of the schools and school grounds.
10. Secure outdoor areas and reduce the number of entrances which give access to the schools, by means such as fencing or landscaping.

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

Keys

All keys used in a school shall be the responsibility of the principal/lead-teacher. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

Each principal/lead-teacher shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

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, appliances etc., when leaving the room or building.

The duplication of school keys is prohibited. 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/lead-teacher immediately and shall pay for a duplicate key, and/or replace locks. Duplicate keys may be obtained only through the district business office.

SCHOOL SAFETY AND SECURITY (continued)

Video Surveillance

The Board authorizes the use of video cameras on District property to ensure the health, welfare, and safety of all staff, students, and visitors to District property, and to safeguard District facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent.

The District shall notify staff and students through student/parent and staff handbooks that video surveillance may occur on District property.

Students or staff in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

Audio shall not be part of the video recordings made, reviewed, or stored by the District.

Revised 10/01

Video Surveillance Added 4/07