

**CAMPUS SECURITY**

The superintendent or designee shall ensure that the district's campus security plan includes strategies to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity

These strategies shall include a risk management analysis of each campus' security system, lighting system, and fencing. Procedures to ensure unobstructed views and eliminate blind spots caused by doorways and landscaping shall also be considered. In addition, parking lot design may be studied, including methods to discourage through traffic.

2. Secure buildings from outsiders and discourage trespassing

These strategies may include requiring visitor registration, staff and student identification tags, and patrolling places used for congregating and loitering.

*(cf. 1250 - Visitors/Outsiders)*

*(cf. 3515.2 - Disturbances)*

*(cf. 5112.5 - Open/Closed Campus)*

3. Discourage vandalism and graffiti

These strategies may include plans to cover graffiti immediately, as well as the implementation of campus beautification projects that include students and the community.

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

*(cf. 5131.5 - Vandalism, Theft and Graffiti)*

4. Control access to keys and other school inventory

*(cf. 3440 - Inventories)*

5. Detect and intervene 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.

*(cf. 3515.3 - District Police/Security Department)*

*(cf. 5116.1 - Intradistrict Open Enrollment)*

*(cf. 5138 - Conflict Resolution/Peer Mediation)*

*(cf. 5145.9 - Hate-Motivated Behavior)*

**CAMPUS SECURITY** (continued)

All staff shall receive training in building and grounds security procedures.

*(cf. 4131 - Staff Development)*

*(cf. 4231 - Staff Development)*

*(cf. 4331 - Staff Development)*

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.

*(cf. 0450 - Comprehensive Safety Plan)*

**Keys**

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

The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall immediately report the loss to the principal or designee immediately and shall pay for a replacement key.

The principal or designee shall create a key control system with a record of each key assigned and room(s) or building(s) which the key opens.

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.

Keys shall be used only by authorized employees and shall never be loaned to students.

The master key shall not be loaned, and the duplication of school keys is prohibited.