

SCHOOL SAFETY AND SECURITY

The Board of Trustees is fully committed to providing a school environment that promotes the safety of students, employees, and visitors to school grounds. The Board also recognizes the importance of protecting District property, facilities, and equipment from vandalism and theft.

The Superintendent or designee shall develop campus security procedures which are consistent with the goals and objectives of the District's comprehensive safety plan and site-level safety plans. Such procedures are regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

The Board encourages site administration to include 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.

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon as possible after discovery

No security system shall be purchased or installed by any school site staff or any outside organization without prior approval from the Superintendent or designee and until a Site Improvement Request has been approved.

Surveillance Systems

The Board believes surveillance systems are useful tools for the protection of School/District property and assets from theft and vandalism through deterrence and video documentation, but that these systems are not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal or undesirable activities that may occur. **However, information obtained by surveillance systems may be used as evidence in such cases or for student or staff disciplinary purposes.**

No surveillance system shall be used to monitor areas where persons have a reasonable expectation of privacy. Surveillance systems shall not replace the need for the ongoing vigilance of the District and/or school supervision/security staff.

All campuses utilizing surveillance systems shall post necessary signage notifying the public of the system accordingly, and shall provide written notice to students and parents/guardians about the site's surveillance system, including where surveillance may occur. The written notice shall explain that live and/or captured video activity may be shared with public safety agencies and that school personnel may use captured activity in student disciplinary proceedings. Captured activity on the system that are criminal or suspected criminal in nature may be referred to law enforcement as appropriate. This notification shall be included digitally in beginning-of-the-year District paperwork/data confirmation for all sites.

SCHOOL SAFETY AND SECURITY (continued)**Keys and Electronic Access Badges**

All keys and electronic access badges used in a school shall be the responsibility of the site administrator. Keys/access badges shall be issued only to those employees who regularly need a key/access badge in order to carry out normal activities of their position.

Each principal or designee shall establish and maintain a system for recording, at all times, the current owners of all keys and access badges. No master key shall ever be loaned.

Employees who have keys/access badges shall be responsible for securing the room, gate or building involved after use. 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/access badge shall be responsible for its safekeeping. If a key/access badge is lost, the person responsible shall report the loss to the principal immediately and shall pay for a duplicate key/access badge. Duplicate keys may be obtained only through the District business office.

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

A database of electronic access badges will be maintained by Superintendent or designee. Superintendent or designee will maintain oversight of access control lists and will maintain oversight of distribution of electronic access badges as well as setting procedures and policies regarding electronic access.

*Legal Reference:*EDUCATION CODE*32020 Access gates**32211 Threatened disruption or interference with classes**35294-35294.5 School safety plans**39670-39675 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)***Policy**

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CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California