

# CAMBRIAN SCHOOL DISTRICT

## Board Policy

**Policy 3515**

Adopted: October 4, 2018

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### **BUILDINGS AND GROUNDS SECURITY**

The Board of Trustees strongly supports an environment that is safe and secure for staff, students and all visitors entering and exiting our school site. The Board also has a desire to enhance our security measures to protect Cambrian School District's (the District) resources. The Superintendent or designee will establish a building and grounds security plan that maintains a safe environment, allows adequate ingress and egress and effectively safeguards District assets on district and school property.

The Chief Financial Officer or designee shall be responsible, within practical limits, for the security of facilities. This includes developing procedures related to evaluating and eliminating potential breaches in security, process of locking and unlocking gates, acquisition, installation and maintenance of safes, the safeguards of cash, check and other fairly liquid assets and the issuance and management of keys and alarm codes given to employees.

(cf. 4112.6 - Personnel Records)

(cf. 5125 - Pupil Records)

#### **Surveillance Systems**

The Board believes that reasonable use of surveillance cameras will help **maintain and support a safe school environment**. The Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras within common areas. **For example but not limited to the main office, fields, and hallways**. Cameras shall not be placed in areas where students, staff, or community members have a reasonable expectation of privacy. Any audio capability on the district's surveillance equipment shall be disabled so that sounds are not recorded.

(cf. 5145.12 - Search and Seizure)

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. 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)

The district shall notify staff and students through student/parent/guardian and staff handbooks that video monitoring may occur on district property, and in accordance with district regulations for video monitoring of public areas.

To the extent that any images from the district's surveillance system create a student or personnel record, the Superintendent or designee shall ensure that the images are accessed, retained, and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

(cf. 4112.6- Personnel Records) (cf. 5125 - Student Records)

Legal Reference:

EDUCATION CODE

32020 Access gates

32211 Threatened disruption or interference with classes

32280-32288 School safety plans

35160 Authority of governing boards

35160.1 Broad authority of school districts

38000-38005 Security patrols

49050-49051 Searches by school employees

49060-49079 Student records

PENAL CODE

469 Unauthorized making, duplicating or possession of key to public building 626-626.10

Disruption of schools

CALIFORNIA CONSTITUTION

Article 1, Section 28(c) Right to Safe Schools

UNITED STATES CODE, TITLE 20

1232g Family Educational Rights and Privacy Act

COURT DECISIONS

New Jersey v. T.L.O. (1985) 469 U.S. 325

ATTORNEY GENERAL OPINIONS

83 Ops.Cal.Atty.Gen. 257 (2000)

75 Ops.Cal.Atty.Gen. 155 (1992) Management

Resources:

CSBA PUBLICATIONS

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1999

CALIFORNIA DEPARTMENT OF EDUCATION PUBLICATIONS

Safe Schools: A Planning Guide for Action, 2002

**NATIONAL INSTITUTE OF JUSTICE PUBLICATIONS**

The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999

**WEB SITES**

CSBA: <http://www.csba.org>

California Department of Education, Safe Schools Office: <http://www.cde.ca.gov/ls/ss>

National Institute of Justice: <http://www.ojp.usdoj.gov/nij> Issued: 3/07