

CAMBRIAN SCHOOL DISTRICT
Board Policy

Procedure 3515
Adopted: October 4, 2018
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BUILDINGS AND GROUNDS SECURITY

The Superintendent, Chief Financial Officer, Director of Buildings and Grounds or designee will ensure that Cambrian School District's (the District's) campus security plan includes strategies to:

- A. Secure the campus perimeter and school facilities in order to prevent criminal activity.
 - 1. These strategies 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.

- B. Secure buildings from outsiders and discourage trespassing
 - 1. These strategies include requiring visitor registration, staff and student identification tags, and potential patrolling of places used for congregating and loitering.

- C. Discourage vandalism and graffiti
 - 1. These strategies may include plans to immediately cover graffiti as well as campus beautification projects and shall also include students and the community in these projects.

(cf. 5131.1 - Vandalism)

- D. Control access to keys and other school inventory

(cf. 3440 - Inventories)

- E. Video Monitoring
 - 1. Purpose: To protect the safety and security of students, employees, and authorized visitors to school and safeguard district facilities and equipment.

 - 2. Monitoring by Video Cameras:
 - a. Locations Subject to Monitoring Video cameras may be used to monitor common areas in buildings, interior areas, and exterior areas, including but not limited to interior open front office space, parking lots, perimeters, hallways, entrances and exit doors.
 - b. Notice and Authorization to Monitor:
Whenever and wherever video cameras are installed, signs shall be posted at conspicuous locations informing persons that the buildings and grounds may be under video monitoring.

 - 3. System Operation:

- a. Equipment shall not monitor areas where public and employees have a reasonable expectation of privacy, such as lockers rooms and adult and student restrooms.
- b. The use of video monitoring equipment on school grounds shall be supervised and controlled by the building principal or Director of Informational Technology.
- c. Video recording should be reviewed when there is a need to do so, either because an incident has been reported or is suspected to have occurred. Examples of such include, but are not limited to: Incidences of property damage, theft, trespassing, personal injury, etc.
- d. Audio shall not be part of the video recording made, reviewed, or stored by district staff.
- e. The district shall provide reasonable safeguards, including but not limited to, password protection, well-managed fire walls, and control of physical access to protect the monitoring system from unauthorized users, and unauthorized use.
- f. Video monitoring equipment shall be used in accordance with all school district board policies, including the district's non-discrimination policy and its corresponding regulations relating to privacy and safety.

4. Storage and Security:

- a. Video recordings should record for 24 hours and shall be stored for a minimum of 8 14 school days after initial recording, whereupon, if the principal or designee knows of no reason for continued storage, such recordings will be released for erasure. Storage of video recordings will be dependent upon the type of system installed, which could vary from school to school and with the introduction of new technology.
- b. Video recordings held for review of property or student incidences shall be maintained in their original form pending resolution. Video files will then be released for erasure, copied for authorized law enforcement agencies, or retained as necessary as part of the student's educational record in accordance with established district procedures and applicable law.

5. Detect and intervene with school crime

- a. 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, including providing for law enforcement presence.

(cf. 5116.1 - Intradistrict Transfers)

(cf. 5145.9 - Hate-Motivated Behavior)

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

(cf. 4131 - Staff Development)

(cf. 4331 – Management / Confidential Employee Development Opportunities)

As noted above and to evaluate and eliminate potential breaches in security the following procedures will be implemented:

- A. All employees are encouraged to report security breaches, etc.
- B. The Chief Financial Officer, Director of Buildings and Grounds or designee shall be responsible for the security of keys, on the District level.

1. The security of keys on the school level shall be the responsibility of the Principal. Keys will be locked in a secure location and only be accessible to the Principal and their designee.
 2. In each school building a master key shall be issued only to those persons authorized by the Principal and/or the Chief Financial Officer.
 3. Grand master keys shall be issued only to the Superintendent, Superintendent's designee(s), Director of Buildings and Grounds and appropriate Buildings and Grounds personnel (e.g., maintenance team and custodial staff)
 4. The obtaining of duplicate keys to any building or room without authorization by the Superintendent or Buildings and Grounds Director, Chief Financial Officer or designee shall be considered grounds for the immediate dismissal of such employee.
 5. Employees shall not loan keys to pupils, substitutes, volunteers or fellow co-workers without prior approval from school site principal or Director of Buildings and Grounds.
 6. Keys shall not have any attachment or markings which can be associated with any District site or classroom.
 7. Loss of any key to any building shall be reported immediately to the Principal of the school and to the Director of Buildings and Grounds or Chief Financial Officer. In the case of lost keys, the District may charge the individual for the cost of changing locks and any new keys required.
- C. Safes will be maintained on each school site to secure cash (e.g., from Associated Student Body fundraisers, school store funds, donations from Home and School Club, etc.), checks and other valuable material on a daily basis.
1. Safes will be bolted to the floor and kept in a locked room, if possible.
 2. Only the Principal and their designee will have access to the combination to the safe.
 3. Cash stored in the safe should be deposited at least twice a week (e.g., Every Tuesday and every Thursday, excluding holiday). If cash levels go above \$500, cash must be deposited in the bank immediately. Note – this does not preclude a school site from depositing cash on a more frequent basis.
- D. The Director of Buildings and Grounds, in coordination with Principals will develop and maintain a schedule for locking and unlocking outer and inner perimeter gates on a daily basis. The Principals, in coordination with the Director of Buildings and Grounds, develop and maintain a schedule for ensuring all handheld devices and laptops (e.g. Chromebooks and MacBooks) are properly secured at the end of each instructional day.
- E. The Director of Buildings and Grounds or designee will issue intrusion alarm codes to each staff person during the first week of employment.

1. Each staff member is responsible for safeguarding these codes and is not allowed to share them with others. Not all staff members will be in need of or receive a code. In the event of a dismissal or retirement the code will be removed from the property immediately by the Director of Buildings and Grounds or designee.
 2. If a staff member visits a school site on a weekend or holidays and accidentally activates the intrusion alarm, please be aware that the alarm company will call various individuals on a predetermined list and ask for them to confirm the alarm is false and ask for the “call off” code to deactivate the intrusion alarm.
 3. If no one responds to the alarm company, the police will be dispatched to the site and potential fees will be charged to the Cambrian School District.
 4. The “call off” code will be provided to key personnel (e.g., Site Principal, Buildings and Grounds Staff Chief Financial Officer, etc.). If you are responsible for accidentally activating the intrusion alarm, you are required to contact the Director of Buildings and Grounds to make him/her aware of the situation. This will help expedite the resolution of the false or accidental intrusion alarm as well as avoid any potential fees.
 5. If the intrusion alarm is not false, the Director of Buildings and Grounds or designee is responsible for investigating the cause of the intrusion alarm. The responder should use extreme caution investigating the cause of the intrusion alarm and should wait for the police to arrive before entering the property.
- F. Reports of actual break-ins should be reported to the Superintendent, Chief Financial Officer, Site Principal and other key stakeholders immediately.
1. Director of Buildings and Grounds and Chief Financial Officer will be responsible for assessing damage and completing recovery steps (i.e., repair damaged property, file insurance claims, etc.). Principals and Director of Buildings and Grounds will be responsible for obtaining police report(s) and performing investigation(s) determining the cause of any actual break-ins and report this and any other pertinent information to the Superintendent and Chief Financial Officer.