

Business and Noninstructional Operations

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The Superintendent or designee shall develop a campus security plan which contributes to a positive school climate, fosters social and emotional learning and student well-being, and includes strategies to:

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

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.

2. Secure buildings and interior spaces from outsiders and discourage trespassing

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

3. Secure the district's network infrastructure and web applications from cyberattacks

These strategies may include performing an independent security assessment of the district's network infrastructure and selected web applications.

4. Discourage vandalism and graffiti

These strategies may include plans to immediately cover graffiti and implement campus beautification.

5. Control access to keys and other school inventory

6. Detect and intervene with school crime

These strategies may include creating a school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital

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media content, analyzing school crime incidents, and collaborating with local law enforcement agencies, including providing for law enforcement presence.

Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to **supervisors**, law enforcement, and receive training in the assessment and reporting of such threats.

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

Locks

All state-funded new construction and modernization projects shall include locks that allow doors to classrooms and any room with an occupancy of five or more persons to be locked from the inside. Student restrooms and doors that lock from the outside at all times are not required to have locks that can be locked from the inside. (Education Code 17075.50, 17583; 24 CCR 1010.2, 1010.2.8.2)

Keys

The principal or designee shall be responsible for all keys used in a school. Keys shall be issued only to authorized employees who regularly need a key in order to carry out job responsibilities.

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.

Keys shall never be loaned to students, parents/guardians, or volunteers, nor shall the master key ever be loaned.

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

Policy Reference Disclaimer:

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These references are not intended to be part of the policy itself, nor do they indicate the basis or authority for the board to enact this policy. Instead, they are provided as additional resources for those interested in the subject matter of the policy.

State

24 CCR 1010.2

24 CCR 1010.2.8.2

CA Constitution Article 1, Section 28

Ed. Code 17070.10-17079.30

Ed. Code 17583

Ed. Code 32020

Ed. Code 32211

Ed. Code 32280-32289.5

Ed. Code 35160

Ed. Code 35160.1

Ed. Code 35266

Ed. Code 38000-38005

Ed. Code 49050-49051

Ed. Code 49060-49079

Ed. Code 49390-49395

Gov. Code 11549.3

Pen. Code 469

Pen. Code 626-626.11

Federal

20 USC 1232g

34 CFR 99.3

6 USC 665k

Management Resources

Attorney General Opinion

Attorney General Opinion

California Department of Education
Publication

Court Decision

Court Decision

National Institute of Justice

Publication

US DOE Publication

Website

Website

Description

Door operations

Lockable doors from the inside

[Right to Safe Schools](#)

[Leroy F. Greene School Facilities Act](#)

Classroom security locks; modernization projects

School gates; entrances for emergency vehicles

Threatened disruption or interference with classes

School safety plans

Authority of governing boards

Broad authority of school districts

Reporting of cyber attacks

Security departments

Searches by school employees

Student records

Homicide threats

Independent security assessment

Unauthorized making, duplicating or possession of key
to public building

Weapons on school grounds and other school crimes

Description

Family Educational Rights and Privacy Act (FERPA) of
1974

Definition of education records

Federal Clearinghouse on School Safety Evidence-
Based Practices

Description

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

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

Safe Schools: A Planning Guide for Action Workbook,
2002

Brannum v. Overton County School Board (2008) 516 F.
3d 489

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

The Appropriate and Effective Use of Security

Technologies in U.S. Schools: A Guide for Schools and
Law Enforcement Agencies, 1999

FAQs on Photos and Videos under FERPA

[California Military Department](#)

[U.S. Department of Homeland Security, Fusion Centers](#)

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Website	<u>California State Threat Assessment System</u>
Website	<u>CSBA District and County Office of Education Legal Services</u>
Website	<u>U.S. Department of Education, Protecting Student Privacy</u>
Website	<u>National Institute of Justice</u>
Website	<u>National School Safety Center</u>
Website	<u>California Department of Education, Safe Schools</u>
Website	<u>CSBA</u>

Cross References

Code	Description
0450	<u>Comprehensive Safety Plan</u>
0450	<u>Comprehensive Safety Plan</u>
1250	<u>Visitors/ Outsiders</u>
1250	<u>Visitors/ Outsiders</u>
1330.1	<u>Joint Use Agreements</u>
3000	<u>Concepts And Roles</u>
3440	<u>Inventories</u>
3515.2	<u>Disruptions</u>
3515.2	<u>Disruptions</u>
3515.3	<u>District Police/ Security Department</u>
3515.3	<u>District Police/ Security Department</u>
3515.31	<u>School Resource Officers</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.4	<u>Recovery For Property Loss Or Damage</u>
3515.5	<u>Sex Offender Notification</u>
3515.5	<u>Sex Offender Notification</u>
3515.7	<u>Firearms On School Grounds</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516	<u>Emergencies And Disaster Preparedness Plan</u>
3516.2	<u>Bomb Threats</u>
3530	<u>Risk Management/ Insurance</u>
3530	<u>Risk Management/ Insurance</u>
4112.6	<u>Personnel Files</u>
4119.1	<u>Civil And Legal Rights</u>
4131	<u>Staff Development</u>
4158	<u>Employee Security</u>
4158	<u>Employee Security</u>
4219.1	<u>Civil And Legal Rights</u>
4231	<u>Staff Development</u>
4258	<u>Employee Security</u>
4258	<u>Employee Security</u>

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4319.1	<u>Civil And Legal Rights</u>
4331	<u>Staff Development</u>
4358	<u>Employee Security</u>
4358	<u>Employee Security</u>
5112.5	<u>Open/ Closed Campus</u>
5116.2	<u>Involuntary Student Transfers</u>
5125	<u>Student Records</u>
5125	<u>Student Records</u>
5125.1	<u>Release Of Directory Information</u>
5125.1	<u>Release Of Directory Information</u>
5125.1-E(1)	<u>Release Of Directory Information</u>
5131.1	<u>Bus Conduct</u>
5131.1	<u>Bus Conduct</u>
5131.2	<u>Bullying</u>
5131.2	<u>Bullying</u>
5131.5	<u>Vandalism And Graffiti</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5131.7	<u>Weapons And Dangerous Instruments</u>
5137	<u>Positive School Climate</u>
5138	<u>Conflict Resolution/ Peer Mediation</u>
5141.52	<u>Suicide Prevention</u>
5141.52	<u>Suicide Prevention</u>
5142	<u>Safety</u>
5142	<u>Safety</u>
5144	<u>Discipline</u>
5144	<u>Discipline</u>
5144.1	<u>Suspension And Expulsion/ Due Process</u>
5144.1	<u>Suspension And Expulsion/ Due Process</u>
5145.12	<u>Search And Seizure</u>
5145.12	<u>Search And Seizure</u>
5145.9	<u>Hate-Motivated Behavior</u>
6142.4	<u>Service Learning/ Community Service Classes</u>
6164.2	<u>Guidance/ Counseling Services</u>
6184	<u>Continuation Education</u>
6184	<u>Continuation Education</u>
7111	<u>Evaluating Existing Buildings</u>
9321	<u>Closed Session</u>
9321-E(1)	<u>Closed Session</u>
9321-E(2)	<u>Closed Session</u>

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Regulation

PASADENA UNIFIED SCHOOL DISTRICT

Approved: November 12, 1996

Pasadena, California

Revised: 05/21/2015; 09/25/2025