

collaborating with local law enforcement agencies, including providing for law enforcement presence.

7. Additionally, all staff shall be made aware of their responsibilities regarding the immediate reporting of potential homicidal acts to 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. Additionally, when the county undertakes an addition, alteration, reconstruction, rehabilitation, or retrofit of a school building, the district shall install interior locks on each door of any room with an occupancy of five or more persons. Such doors shall be capable of being unlocked from the outside with a key or other approved means. 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, 17586; 24 CCR 1010.2, 1010.2.8, 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: 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 Description

24 CCR 1010.2 Door operations

24 CCR 1010.2.8 Locking arrangements in educational occupancies

24 CCR 1010.2.8.2 Lockable doors from the inside

CA Constitution Article 1, Section 28 Right to Safe Schools

Ed. Code 17070.10-17079.30 Leroy F. Greene School Facilities Act

Ed. Code 17583 Classroom security locks, modernization projects

Ed. Code 17586 Interior door locks

Ed. Code 32020 School gates; entrances for emergency vehicles
Ed. Code 32211 Threatened disruption or interference with classes
Ed. Code 32280-32289.5 School safety plans
Ed. Code 35160 Authority of governing boards
Ed. Code 35160.1 Broad authority of school districts
Ed. Code 35266 Reporting of cyber attacks
Ed. Code 38000-38005 Security departments
Ed. Code 49050-49051 Searches by school employees
Ed. Code 49060-49079 Student records
Ed. Code 49390-49395 Homicide threats
Gov. Code 11549.3 Independent security assessment
Gov. Code 54957 Closed session board meetings
Gov. Code 8586. California Cybersecurity Integration Center
Pen. Code 469 Unauthorized making, duplicating or possession of key to public building
Pen. Code 626-626.11 Weapons on school grounds and other school crimes

Federal Description

20 USC 1232g Family Educational Rights and Privacy Act (FERPA) of 1974
34 CFR 99.3 Definition of education records
6 USC 665k Federal Clearinghouse on School Safety Evidence-Based Practices

Management Resources Description

Attorney General Opinion 83 Ops.Cal.Atty.Gen. 257 (2000)
Attorney General Opinion 75 Ops.Cal.Atty.Gen. 155 (1992)
California Department of Education Publication Safe Schools: A Planning Guide for Action Workbook, 2002
Court Decision New Jersey v. T.L.O. (1985) 469 U.S. 325
Court Decision Brannum v. Overton County School Board (2008) 516 F. 3d 489
Federal Communications Commission Schools and libraries cybersecurity pilot program
National Institute of Justice Publication The Appropriate and Effective Use of Security Technologies in U.S. Schools: A Guide for Schools and Law Enforcement Agencies, 1999
State Ed. Tech. Directors Assoc. Pub. Small Districts, Big Hurdles: Cybersecurity Support for Small, Rural, and Under-resourced School Districts, October 2023
U.S. Department of Homeland Security Behavioral Threat Assessment and Management in Practice
US DOE Publication FAQs on Photos and Videos under FERPA
Website Cybersecurity and Infrastructure Security Agency
Website California State Threat Assessment System
Website U.S. Department of Homeland Security, Fusion Centers
Website California Military Department
Website California Cybersecurity Integration Center
Website SchoolSafety.gov
Website CSBA District and County Office of Education Legal Services
Website U.S. Department of Education, Protecting Student Privacy
Website National School Safety Center
Website National Institute of Justice
Website CSBA
Website California Department of Education, Safe Schools

Cross References

0450 Comprehensive Safety Plan
1113 County Office of Education And School Websites
1113-E(1) County Office of Education And School Websites
1250 Visitors/Outsiders
1330.1 Joint Use Agreements
3000 Concepts And Roles
3440 Inventories
3515.2 Disruptions
3515.3 Campus Security Department

3515.31 *School Resource Officers*
3515.4 *Recovery For Property Loss Or Damage*
3515.5 *Sex Offender Notification*
3515.7 *Firearms On School Grounds*
3516 *Emergencies And Disaster Preparedness Plan*
3516.2 *Bomb Threats*
3530 *Risk Management/Insurance*
4112.6 *Personnel Files*
4119.1 *Civil And Legal Rights*
4131 *Staff Development*
4158 *Employee Security*
4212.6 *Personnel Files*
4219.1 *Civil And Legal Rights*
4231 *Staff Development*
4258 *Employee Security*
4312.6 *Personnel Files*
4319.1 *Civil And Legal Rights*
4331 *Staff Development*
4358 *Employee Security*
5112.5 *Open/Closed Campus*
5116.2 *Involuntary Student Transfers*
5125 *Student Records*
5125.1 *Release Of Directory Information*
5125.1-E(1) *Release Of Directory Information*
5131.1 *Bus Conduct*
5131.2 *Bullying*
5131.5 *Vandalism And Graffiti*
5131.7 *Weapons And Dangerous Instruments*
5137 *Positive School Climate*
5138 *Conflict Resolution/Peer Mediation*
5141.52 *Suicide Prevention*
5142 *Safety*
5144 *Discipline*
5144.1 *Suspension And Expulsion/Due Process*
5145.12 *Search And Seizure*
5145.12-E(1) *Search And Seizure*
5145.9 *Hate-Motivated Behavior*
6142.4 *Service Learning/Community Service Classes*
6164.2 *Guidance/Counseling Services*
6184 *Continuation Education*
7111 *Evaluating Existing Buildings*
9321 *Closed Session*
9321-E(1) *Closed Session*
9321-E(2) *Closed Session*