

# **DRAFT**

Piedmont Unified School District  
Board Policy

## BP 3515

Business and Noninstructional Operations

### **School Safety/Campus Security**

The Board of Education is 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 and staff shall strictly enforce all Board policies related to crime, campus disturbances, campus intruders, student safety, student conduct, and student discipline.

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 shall be regularly reviewed to reflect changed circumstances and to assess their effectiveness in achieving safe school objectives.

- (cf. [0450](#) - Comprehensive Safety Plan)
- (cf. [4158/4258/4358](#) - Employee Security)
- (cf. [5119](#) - Students Expelled from Other Districts)
- (cf. [5131](#) - Student Conduct)
- (cf. [5131.4](#) - Campus Disturbances)
- (cf. [5131.5](#) - Vandalism)
- (cf. [5131.6](#) - Alcohol and Other Drugs)
- (cf. [5131.7](#) - Weapons and Dangerous Instruments)
- (cf. [5136](#) - Gangs)
- (cf. [5141.4](#) - Child Abuse and Neglect)
- (cf. [5142](#) - Student Safety)
- (cf. [5144](#) - Discipline)
- (cf. [5144.1](#) - Suspension and Expulsion/Due Process)
- (cf. 6114 - Emergencies and Disaster Preparedness Plan)

#### Surveillance Systems

The Board believes that reasonable use of surveillance cameras will help the district achieve its goals for campus security. In consultation with the safety planning committee and relevant staff, the Superintendent or designee shall identify appropriate locations for the placement of surveillance cameras. 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. 5131.1 - Bus Conduct)

(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 and shall state whether the district's system is actively monitored by school personnel. 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.

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. 4112.6/4212.6/4312.6 - Personnel Records)

(cf. 5125 - Student Records)

(cf. 5125.1 - Release of Directory Information)

The Superintendent or designee shall arrange for law enforcement authorities or school security staff to regularly monitor security around the perimeter of all district schools to prevent outsiders from entering school grounds.

The Board encourages 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.

Legal Reference:

EDUCATION CODE

[17366](#) Legislative intent (fitness of buildings for occupancy)

[32020](#) Access gates

[32211](#) Threatened disruption or interference with classes

35294-35294.9 School safety plans

[38000-38005](#) 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)

# DRAFT

Piedmont Unified School District  
Administrative Regulation

AR 3515

Business and Noninstructional Operations

## **School Safety/Campus Security**

The Superintendent or designee shall ensure that campus security procedures are developed which are consistent with the goals and objectives of the district's comprehensive safety plan and site-level safety plans.

(cf. [0450](#) - Comprehensive Safety Plan)

These procedures shall include strategies and methods to:

1. Secure the campus perimeter and school facilities in order to prevent criminal activity. These strategies shall include an analysis of the building security system, lighting system, and campus 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 from outsiders and discourage trespassing. These procedures may include requiring visitor registration, requiring staff and student identification tags, and patrolling places used for congregating and loitering.

(cf. [1250](#) - Visitors/Outsiders)

(cf. [3515.2](#) - Disruptions)

(cf. [5112.5](#) - Open/Closed Campus)

3. Discourage vandalism and graffiti. These methods 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. [3515.4](#) - Recovery for Property Loss or Damage)

(cf. [5131.5](#) - Vandalism, Theft and Graffiti)

4. Control access to keys and other school inventory.

(cf. [3440](#) - Inventories)

5. Detect and intervene with school crime. These procedures may include the creation of a school watch program, an anonymous crime reporting system, analysis of school crime

incidents, and collaboration and communication with local law enforcement agencies. All staff shall receive training in building and grounds security procedures.

(cf. [3515.3](#) - District Police Department)

(cf. [4131](#) - Staff Development)

(cf. [4231](#) - Staff Development)

(cf. [4331](#) - Staff Development)

These procedures shall be regularly reviewed and updated in order to reflect changed circumstances and to assess progress in achieving safe school objectives.

### **Surveillance Systems**

In consultation with the safety planning committee and relevant staff, the Superintendent or designee will identify appropriate locations for the placement of surveillance cameras. Cameras will 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 will be disabled so that sounds are not recorded.

(cf. [5131.1](#) - Bus Conduct)

(cf. [5145.12](#) - Search and Seizure)

Prior to the operation of the surveillance system, Upon installation 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 and shall state whether the district's system is actively monitored by school personnel. 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.

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.

### **Keys**

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to those employees who regularly need a key in order to carry out normal activities of their position.

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

Keys shall be used only by authorized employees and shall never be loaned to students. The master key shall not be loaned and the duplication of school keys is prohibited.

Legal Reference:

EDUCATION CODE

[32020](#) Access gates

[32211](#) Threatened disruption or interference with classes

35294-35294.9 School safety plans

[38000-38005](#) Security patrols

PENAL CODE

[469](#) Unauthorized making, duplicating or possession of key to public building

[626-626.10](#) Disruption of schools

Management Resources:

CDE PUBLICATIONS

Safe Schools: A Planning Guide for Action, 1995

CSBA PUBLICATIONS