

Board Policy Manual
William S. Hart Union High School District

Regulation 3515: School Safety And *Campus* Security

Status: ADOPTED

Original Adopted Date: 10/09/96

The Superintendent or designee shall ensure that **develop a** campus security procedures are developed **plan** which are consistent with the goals and objectives of the district's comprehensive safety plan **contributes to a positive school climate, fosters social and site-level safety plans. emotional learning and student well-being, and includes strategies to:**

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 a risk management** analysis of the building **each campus'** 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 **and interior spaces** from outsiders and discourage trespassing-

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

3. Discourage vandalism and graffiti-

These methods **strategies** may include plans to immediately photograph and cover graffiti. **Campus and implement campus** beautification and other such projects shall include student and community participation.

4. Control access to keys and other school inventory-

5. Detect and intervene with school crime-

These procedures **strategies** may include the creation of **creating** a school watch program, **increasing adult presence and supervision, establishing** an anonymous crime reporting system, analysis of **analyzing** school crime incidents, and collaboration and

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

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

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

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 1010.1.9, 1010.1.11)

Keys

All keys used in a school shall be the responsibility of the principal or designee. Keys shall be issued only to ~~those~~ **authorized** employees who regularly need a key in order to carry out ~~normal activities of their position~~ **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 ~~immediately~~ and shall pay for a replacement key and rekeying of applicable doors.

~~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.~~