

**EL DORADO UNION HIGH SCHOOL DISTRICT
ADMINISTRATIVE REGULATION**

**Business and Noninstructional
Operations**

**SCHOOL SAFETY AND SECURITY
AR 3515**

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. These procedures

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

(cf. 3515.3 - District Police/Security Department)
(cf. 4131/4231/4331 - Staff Development)

Incidents of illegal entry, theft of school property, vandalism, and damage to school property from other causes shall be reported by phone to the Superintendent or designee as soon after discovery as possible. A written report of the incident shall be made within 24 hours.

KEYS

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

When need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use.

Each principal shall set up a record keeping system so as to know at all times the location of all keys. The master key shall not be loaned.

Employees who have keys shall be responsible for the security of the room, gate or building involved. They shall lock all doors and windows and turn off all lights, air conditioning, heat, appliances etc. when leaving the room or building.

The duplication of school keys is prohibited. The person issued a key shall be responsible for its safekeeping. If a key is lost, the person responsible shall immediately report the loss to the principal and shall pay for a duplicate key. Duplicate keys may be obtained only through the site plant supervisor or district business office.

Keys shall be used only by authorized employees and shall never be loaned to students.

Legal Reference:

EDUCATION CODE

- 33020 Access gates*
- 32211 Threatened disruption or interference with classes*
- 32280-32288 School safety plans*
- 39670-39675 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

Protecting Our Schools: Governing Board Strategies to Combat School Violence, 1995