

Business and Noninstructional Operations
CAMPUS SECURITY

AR 3515 (a)

The Superintendent or designee shall develop ensure 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. Additionally, 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 of 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 school watch program, increasing adult presence and supervision, establishing an anonymous crime reporting system, monitoring suspicious and/or threatening digital media content, analyzing school crime incidents, and 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.

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AR 3515 (b)

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 district 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; 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 to carry out their 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.

State

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: 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

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AR 3515 (c)

Gov. Code 54957: Closed session board meetings

Gov. Code 8586.5: 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

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

Attorney General Opinion: 75 Ops.Cal.Atty.Gen. 155 (1992)

Attorney General Opinion: 83 Ops.Cal.Atty.Gen. 257 (2000)

California Department of Education Publication: Safe Schools: A Planning Guide for Action Workbook, 2002

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

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

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 Cybersecurity Integration Center

Website: [Schoolsafety.gov](https://schoolsafety.gov)

Website: California Military Department

Website: U.S. Department of Homeland Security, Fusion Centers

Website: CSBA District and County Office of Education Legal Services

Website: U.S. Department of Education, Protecting Student Privacy

Website: California State Threat Assessment System

Website: National Institute of Justice

Website: National School Safety Center

Website: California Department of Education, Safe Schools

Website: CSBA

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ORCUTT UNION SCHOOL DISTRICT
Orcutt, California