

# Tahoe Truckee USD

## Administrative Regulation

### Campus Security

AR 3515

#### Business and Noninstructional Operations

The Superintendent Chief Learning Officer or designee shall ~~ensure that the district's~~ **develop 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. 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 strategies may include **installing locks**, requiring visitor registration, **providing** staff and student identification tags, and patrolling ~~of~~ 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 strategies may include plans to immediately cover graffiti ~~as well as~~ **and implement** 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 and Graffiti)

(cf. 5137 - Positive School Climate)

**(cf. 6142.4 - Service Learning/Community Service Classes)**

4. Control access to keys and other school inventory

(cf. 3440 - Inventories)

5. Detect and intervene with school crime

These strategies may include ~~the creation of~~ **creating** a school watch program, **increasing**

**adult presence and supervision, establishing** an anonymous crime reporting system, ~~analysis-~~**analyzing** school crime incidents, and ~~collaboration~~**collaborating** with local law enforcement agencies, including providing for law enforcement presence.

(cf. 3515.3 - District Police/Security Department)

(cf. 5116.1—~~Intradistrict Open Enrollment~~**3515.7 - Firearms on School Grounds**)

**(cf. 3516.2 - Bomb Threats)**

**(cf. 5116.2 - Involuntary Student Transfers)**

**(cf. 5131.2 - Bullying)**

**(cf. 5131.7 - Weapons and Dangerous Instruments)**

**(cf. 5141.52 - Suicide Prevention)**

(cf. 5138 - Conflict Resolution/Peer Mediation)

(cf. 5145.9 - Hate-Motivated Behavior)

**(cf. 6164.2 - Guidance/Counseling Services)**

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

(cf. 4131 - Staff Development)

(cf. 4231 - Staff Development)

(cf. 4331 - Staff Development)

## **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 ~~be used only by authorized employees and shall never be loaned to students.~~ **The, parents/guardians, or volunteers, nor shall the** master key ~~shall never~~ be loaned.

~~The~~**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.

**(6/96 3/07) 10/19**

Regulation TAHOE TRUCKEE UNIFIED SCHOOL DISTRICT  
approved: January 23, 2013 Truckee, California