

## **BUSINESS AND NON-INSTRUCTIONAL OPERATION**

### **POLICY**

#### Buildings and Grounds Security

The preservation of District property and the maintenance of a safe educational environment are two of the highest considerations of the Board of Education. The Board of Education should take all reasonable steps, including, where needed, contracting with private security agencies, to realize these objectives.

Inadequate security in and around school buildings increases the possibility of vandalism and threatens the safety and well-being of the students, staff and faculty.

The Superintendent is responsible for developing and implementing necessary security measures. The Director of Finance will have direct supervision of the security program, with the assistance of the Supervisor – Buildings and Grounds. The Principal of each school must ensure that all rooms not in use are locked. Teachers needing keys should report to the Principal or Assistant Head Custodian. In no instance should keys be given to students.

Identification is required of all those seeking entrance to District buildings. Anyone who does not have legitimate business should be asked to leave or be removed from school premises.

Teachers and custodians frequently play a major role in security protection. The Board, upon the Superintendent's recommendation, may hire private security forces to guard both the exterior and interior of District facilities.

#### Security Cameras

The District uses security cameras as a tool to monitor and improve student safety. The Supervisor – Buildings and Grounds has been designated as the District's law enforcement unit to maintain all security cameras and all images captures by the security cameras. The District will include in its annual notification of rights pursuant to the Federal Educational Rights and Privacy Act ("FERPA") that the Supervisor – Buildings and Grounds is a "school official" with "legitimate educational interest" pursuant to FERPA. Since the security cameras and all images captured by them are maintained by the law enforcement unit of the District, they are not considered education records pursuant to FERPA. The videotapes from the security cameras may, therefore, be shared with, among others, members of the public and outside law

enforcement authorities, as deemed appropriate by the Superintendent of Schools in accordance with state and federal law.

If a member of the public or outside law enforcement authority wants to view a videotape, he or she must make a request in writing to the Superintendent of Schools or designee. Upon receiving a written request, the Superintendent of Schools will view the videotape with the Supervisor – Buildings and Grounds. After the Superintendent of Schools reviews the videotape, he or she will make a decision about whether the videotape may be viewed and when.

Images observed by the security cameras may be utilized by the District to impose discipline in appropriate circumstances.

#### BOARD OF EDUCATION

ADOPTED: January 25, 1990  
REVISED: June 28, 1990  
REVISED: May 24, 2017  
(consolidating Policy #3518)