



Book	Administrative Regulations
Section	3000 BUSINESS & INSTRUCTION SUPPORT OPERATIONS
Title	Access and Keys SUGGESTED TITLE CHANGE TO "SCHOOL SAFETY AND SECURITY"
Code	AR 3515
Status	Under Review/Revision
Cross References	<a href="#">BP 3515 - School Safety and Security</a> <a href="#">AR 1330 - Use of School Facilities and Properties</a> <a href="#">E 3515 - Law Enforcement Video Surveillance Release Form</a>
Adopted	April 13, 2013
Last Reviewed	May 6, 2019

## **Safety**

The School Board believes that the schools of this District are safe, secure, and caring places for children to learn. It is further recognized that students and employees have the right to learn and work in a safe environment.

The Superintendent will implement a District-wide comprehensive plan designed with the following goals:

1. Mitigation or reduction of the potential for suffering exposure to incidents such as accident, trauma, violence, fire, explosion, and other natural or man-made hazards.
2. Preparation of staff by providing training and resource materials before the event.
3. Response in an appropriate, timely, and safe manner during the event.
4. Recovery and a return to a state of normalcy as quickly as possible.
5. All members of the school community should be alert to conditions which have the potential for jeopardizing the health and/or safety of students, employees, or the public.

### **Legal Reference:**

**ALASKA STATUTES**  
*18.31.010-18.31.050 Asbestos health hazard abatement program*  
*18.70.080-18.70-300 Fire protection*

## **Surveillance Systems**

The use of surveillance systems is authorized to improve school safety and security. The Superintendent will identify appropriate locations for the placement of surveillance equipment, including cameras. Cameras or other recording devices not be placed in private areas where individuals have a reasonable expectation of privacy (i.e., bathrooms, locker rooms).

The Superintendent will ensure signs advising of the use of surveillance systems are posted at conspicuous locations at affected school buildings and grounds. The Superintendent will also provide written or electronic notice to students, staff and parents/guardians about the District's surveillance system, including locations where surveillance may occur, explaining that the recordings may be used in disciplinary proceedings, and that matters captured may be referred to local law enforcement, as appropriate.

Access to the surveillance system is limited to authorized users. Authorized users are responsible for ensuring that unauthorized access or viewing does not occur at any terminal or site the user is controlling. The disclosure of surveillance recordings is restricted to those who have a security or safety need, a legitimate educational interest, or where disclosure is required by law.

All surveillance systems are the sole property of the District. The Superintendent will be responsible for security, control, storage, and maintenance of all recordings. Recordings are not required to be maintained or stored beyond the storage capacity of the surveillance system unless a recording has been requested or is evidence in a proceeding.

Requests for viewing a video recording must be made in writing to the Superintendent or designee. If granted, viewing will occur in the presence of the District's designated custodian of the recording. Surveillance recordings will not be duplicated and/or removed from District premises unless legally required or authorized. This includes, but is not limited to, a law enforcement investigation, court order or subpoena.

Should a surveillance recording become a student or personnel record, the Superintendent will ensure that the recording is retained and disclosed in accordance with law, Board policy, administrative regulation, and any applicable collective bargaining agreements.

In the case of extenuating circumstances involving health or safety, the Superintendent has the ability to release the video.

## **Security**

The School Board is fully committed to preventing violence and crime on school grounds. The Superintendent and staff will strictly enforce District policies and regulations related to crime, campus disturbances, campus intruders, student safety, student conduct and student discipline.

The Superintendent will establish procedures for securing records and funds and for protecting buildings against vandalism and burglary during non-business hours. The Superintendent also will investigate ways that school grounds can be made more secure.

The Board encourages the involvement of staff, parents/guardians, students, local law enforcement agencies, and other interested parties in implementing comprehensive school safety plans that includes strategies for preventing crime and violence on school premises.

## **Access and Keys**

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

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

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

The duplication of school keys is prohibited. The person issued a key **will** be responsible for its safekeeping. If a key is lost, the person responsible **will** report the loss to the principal immediately and **will** pay a \$300 fee. Duplicate keys may be obtained only through the District office.

Keys **will** be used only by authorized employees and **will** never be loaned to students, volunteers or other non-employees.

As an exception, principals may check out keys to users of the building per AR 1330 Use of School Facilities and Properties.