

Policy

SECURITY

The board of education recognizes the need for a comprehensive security plan that will provide for the protection of the health, safety, security and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; and the establishment and maintenance of a climate of civility.

Responsibility

- A. The chief school administrator shall have overall responsibility and authority for the security of all buildings and grounds and shall be responsible for the development of the district's safety and security plan and procedures.

The chief school administrator shall consult the local police and fire departments, local health and social services providers, the municipalities' emergency management planner, and any other community or school resources, as appropriate.

- B. The building principal shall have direct responsibility for the security of his/her building;
- C. The above individuals may delegate authority to appropriate persons, i.e. custodians, secretaries, etc., but such delegation does not relieve them of their responsibility.
- D. All district employees shall receive a copy of the safety security plan and receive in-service training that will enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the district's plans, procedures and mechanisms for school safety and security and the provisions of this section.

Identification Card System

The district shall require that all employees, contractors and volunteers working or assigned within the district display an identification card on their outer garment at all times identifying themselves as authorized personnel. The chief school administrator shall develop a procedure for the issuance of employee identification cards.

Site and Building Access

It is the responsibility of every staff member to play a part in building security and to determine the identity of any stranger in the building. All pupils should be instructed not to talk to strangers in the building and particularly not to open locked exterior doors for strangers.

Special precaution should be taken with building equipment to ensure that it is not located on window shelves and is put away each evening, out of sight, either in a closet or desk. The custodial staff will be instructed to ensure that the security alarm system in the school is operative after the building is secured.

Destruction of school property or equipment or unauthorized removal of same should be reported at once to the principal.

Keys

An adequate key control building system shall be established which will limit access to authorized personnel and safeguard against possession of keys by unauthorized persons.

Created by the NJSBA School Policy Service for reference by the School Security Task Force

SECURITY (continued)Burglary or Damage to School

Any employee who discovers evidence of illegal entry or theft of school property shall report it to the chief school administrator's office immediately.

The chief school administrator or his or her designee shall inform the board of the action taken. Any employee witnessing such an incident shall call the police immediately and notify the chief school administrator's office.

Metal Detectors

The board of education is committed to protecting the health, safety, and welfare of all children, staff, and visitors of the commission. The board of education authorizes the district to use walk-through and/or hand-held metal detectors at any district activity and in the district's buildings or on school grounds. These metal detectors may be used for entrance into a school building, on school grounds, as defined in, or at any district activity where the chief school administrator or his/her designee believes security threat may be present.

Persons entering a school building or attending a school activity may be subject to daily, regular, or random screening with a metal detector. The metal detector may be a walk-through, hand-held, or other type of metal detection device. The chief school administrator or designee shall determine if the screening shall be daily, regular, or random upon evaluating the security threat posed by the situation at the time. The screenings may take place before: entering a school building; gaining access to school grounds; being admitted to a school activity; boarding or unloading a school bus; and/or before gaining access to any other location and/or activity sponsored by the district. Persons that do not consent to a metal detection screening may be denied admittance.

The chief school administrator and/or designee shall recommend the district purchase metal detectors approved for the district's intended use; shall schedule training and re-training for all personnel using metal detectors; shall provide additional training for all personnel trained and authorized to use metal detectors in the event there is a security breach near or at the location of a metal detector; and shall coordinate all district metal detector tests in accordance with the requirements as outlined in the manufacturer's specifications.

The chief school administrator and/or designee shall maintain records for the purchase of metal detectors, training and re-training of personnel in the use of metal detectors and potential security breaches, and the testing of metal detectors.

The police department will be immediately contacted in the event a person is found to have in their possession any item that poses a threat to the security of the person(s) or others.

All district student and faculty handbooks will indicate the board of education may use metal detecting devices in all school buildings, on school grounds, and at all school activities.

NJSBA Review/Update:

Adopted:

<u>Legal References:</u>	<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-42 <u>et seq.</u>	Public School Safety Law
	<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire Drills and Fire Protection
	<u>See particularly:</u>	
	<u>N.J.S.A.</u> 18A:41-5	
	<u>N.J.S.A.</u> 18A:42-1	Safety patrol by students
	<u>N.J.S.A.</u> 18A:54-20	Powers of board (county vocational schools)

SECURITY (continued)

<u>N.J.S.A. 34:5A-1 et seq.</u>	<u>Worker and Community Right to Know Act</u>
<u>See particularly:</u>	
<u>N.J.S.A. 34:5A -10.1 through -10.5</u>	
<u>N.J.S.A. 34:6A-25 et seq.</u>	<u>New Jersey Public Employees Occupational Safety and Health Act</u>
<u>N.J.A.C. 6A:16-1.4</u>	District policies and procedures
<u>N.J.A.C. 6A:16-5.1</u>	School safety and security plans
<u>N.J.A.C. 6A:19-10.1 et seq.</u>	Safety and Health Standards
<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Educational Facilities
<u>See particularly:</u>	
<u>N.J.A.C. 6A:26-12.1 et seq.</u>	
<u>N.J.A.C. 6A:27-12.2</u>	Accident reporting
<u>N.J.A.C. 6A:30-1.1 et seq.</u>	Evaluation of the Performance of School Districts
<u>N.J.A.C. 6A:32-12.1</u>	Reporting requirements

Possible

<u>Cross References:</u>	*1330	Use of school facilities
	*1410	Local units
	*3510	Operation and maintenance of plant
	*3516	Safety
	*5141.1	Accidents
	*5142	Student safety
	*5142.1	Safety patrols
	*6114	Emergencies and disaster preparedness
	*6142.12	Career education
	*7110	Long-range facilities planning

*Indicates policy is included in the Critical Policy Reference Manual.