

SECURITY

The Lyndhurst Board of Education acknowledges its responsibility to provide a safe environment for its students and employees.

- A. All doors shall remain locked unless an employee is posted at the unlocked door for security during school hours when children are present.
- B. Parent/guardians and community members are welcome and encouraged to visit the schools. All visitors must report to the office and if they go beyond the office, they may display an obvious pass. No visitor shall be permitted to disturb any employee during their working hours without the employee's permission.
- C. No visitor shall be permitted to speak expressly with a child other than their own, except law enforcement officers and DYFS workers, unless the child's parent/guardian is present as well. The chief school administrator or designee may use judgment in the case of certain visitors like speakers, tutors, volunteers, etc.
- D. An employee shall be assigned to entrances before the school day and after the school day during arrival and dismissal.
- E. All employees shall be vigilant in notifying the office personnel or administration if they suspect an unauthorized visitor in the building or on the campuses. Vendors to the cafeteria and maintenance departments will be controlled by the respective departments.
- F. During school hours, all outside exit doors are not to be open except during exit procedures and shall not be "closed" with foreign materials in the jam to prevent locking for reentry without a key.
- G. Keys to the schools' outside doors or swipe cards shall be distributed on an as needed basis and authorized by the school business administrator or designee. Designated custodial and maintenance personnel may be assigned keys by the maintenance supervisor. The school business administrator/board secretary shall keep a list of all personnel holding keys. In the event an employee is terminated for any reason, the school business administrator/board secretary shall secure keys immediately.



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- H. At no time shall a staff member transact business with a person in school or on school grounds who has not been duly registered at the office and received authorization to be present with a visibly worn pass.
- I. The board shall also maintain building security after hours by means of an alarm system to deter damage, theft and unlawful entry. Only the following personnel shall have access codes; chief school administrator, supervisor(s) school business administrator/board secretary, and a representative from the building and grounds committee of the board of education. Supervisors (administrative, maintenance, and cafeteria), may also have designees assigned codes who are responsible for locking and unlocking doors. All access code files shall be securely maintained by the school business administrator/board secretary. In the event an employee is terminated for any reason, his/her access code shall be made inoperable.
- J. Any employee who violates the terms of this policy and allows an intrusion to incur shall not be afforded legal counsel or expenses if found to be negligent by flagrant disregard. If any legal action results in a final decision in favor of the employee, the board shall reimburse said employee for the cost of defense. The chief school administrator or designee shall monitor compliance to this policy.
- K. The board shall give full support, including legal expense by the board's authorized attorney, for any physical assault by an intruder upon an employee while acting in the discharge of duties.
- L. Any administrator is given authority to expel from the schools or grounds any unruly person or intruder when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such individual refuses to leave or creates a disturbance, the law enforcement agency shall be notified to remove the individual. A court complaint may be filed by the appropriate administrator with the full legal backing of the board of education.

Date: June 18, 2002

Legal References:	<u>N.J.S.A.</u> 2A:53A	Negligence and other torts
	<u>N.J.S.A.</u> 18A:11-1	General mandatory powers and duties
	<u>N.J.S.A.</u> 18A:17-42 through -45	Public school safety law
	<u>N.J.S.A.</u> 18A:37-3	Parental liability
Cross References:	1410	Local units
	3250	Materials/services fees, fines, charges
	5114	Suspension and expulsion/pupil due process
	5131.5	Vandalism/violence