

**Policy**

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SECURITY AND ELECTRONIC SURVEILLANCE

The Little Silver Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include maintenance of facilities that are secure against unwelcome intrusion, protection against fire hazards and faulty equipment, and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The board shall provide the Little Silver Policy Department a copy of the current blueprints and maps for all schools and school grounds within the school district. The board shall provide revised copies to the applicable law enforcement authorities any time that there is a change to the blueprints or maps.

The board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary school building shall be equipped with at least one panic alarm, for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The superintendent shall designate a school administrator or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed, when appropriate. The board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

SECURITY AND ELECTRONIC SURVEILLANCE (continued)Electronic Surveillance

The board authorizes the use of electronic surveillance systems in school buildings and on school grounds to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings and grounds.

The content produced by the surveillance system under certain circumstances may be considered a student record, and if so, will be subject to the Board of Education policy and regulations regarding confidential student records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the board of education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities, providing the authorities with the capacity to activate the equipment and view live streaming video. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

In addition to posting, the district shall notify school staff members, parent(s) or legal guardian(s), and students, that electronic surveillance may be used in school buildings and on school grounds through publication in student and staff handbooks, school calendars, notices sent home with students, or any other effective means to publish the district's use of electronic surveillance equipment in school buildings and on school grounds.

Staff Members Right to Privacy

The board of education will provide facilities and school district-owned property to assist staff members in their job responsibilities or for the staff members' convenience. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The principal or designee may provide a staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property be shared with other staff members. The staff member may be provided a lock or key by the school district or may secure the facility or school district-owned property using their own locking device with permission from the principal or designee.

School staff members should be aware their expectation of privacy in these facilities and/or the school district-owned property provided by the board of education is reduced by virtue of actual office practices and procedures, for searches conducted pursuant to an investigation of work-related employee misconduct, or by legitimate school district policies or regulations. In addition, staff members shall have a reduced expectation of privacy in these facilities and school district-owned property if there is reasonable suspicion the staff member is violating a law or school policy. School staff members shall be on notice this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. In order to avoid exposing personal belongings to such a search, school staff members are discouraged from storing personal papers and effects in these facilities or school district-owned property.

Student Identification Cards

SECURITY AND ELECTRONIC SURVEILLANCE (continued)

The board of education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the principal or designee may require students to carry a school district issued Identification Card.

The principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this policy, the principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name, an up-to-date photograph, and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

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Key Words

Security, Electronic Surveillance, Surveillance, Video Camera; Student Identification Cards

**Legal**

<b><u>References:</u></b> <u>N.J.S.A. 18A:11-1</u>	General mandatory powers and duties
<u>N.J.A.C. 6A:16-5.1</u>	School safety and security plans
<u>N.J.A.C. 6A:26-1.1 et seq.</u>	Facilities

**Possible**

<b><u>Cross References:</u></b> *1330	Use of school facilities
*1410	Local units
*3510	Operation and maintenance of plant
*3516	Safety
*4112.6/4212.6	Personnel records
*4147/4247	Employee safety
*5125	Student records
*5131	Conduct and discipline
*5131.1	Harassment, intimidation and bullying
*6114	Emergencies and disaster preparedness
*7110	Long-Range Facilities Planning

SECURITY AND ELECTRONIC SURVEILLANCE (continued)

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