



Physical Security Policy

Thomas Edison Energysmart Charter School

150 Pierce St. Somerset NJ 08873

Phone:(732) 412-7643 Fax: (732) 412-7645

Web: www.energysmartschool.org



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Security Policy

Date Accepted

Signature

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Introduction

This document identifies the key elements of the Thomas Edison Energysmart Charter School's (TEECS) security management system and the ways in which we seek to improve the security of our students, staff/faculty, administration and other adults and children who visit the campus throughout the school year.

Thomas Edison Energysmart Charter School staff/faculty and students are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

Objectives

- - Enabling strategic leadership to promote a collaborative and coordinated response to risk management.
- - Identifying improvements in security culture and accountability.
- - Implementing ongoing improvements in the effectiveness of security measures and controls by monitoring and reviewing security measures.
- - Ensuring that all employees of TEECS are consulted and informed about security and receive appropriate training where necessary whether new or existing.
- - Informing parents and students of the security policy and encouraging them to properly follow these guidelines to ensure that it is effectively achieved.

School Security Procedure and Responsibilities

The Lead Person (LP):

- - The LP will provide strategic direction and leadership by providing training, advice, inspection visits and monitoring of the school.

The Instruction Technology Coordinator (ITC):

- - The ITC will ensure a security policy is in place and is monitored and reviewed bi-annually.
- - The ITC will ensure that staff/faculty are aware of, and adhere to school security policy and participate in training where appropriate.
- - The ITC along with the LP will finalize all investigations involving students and employees. The ITC will handle discipline.
- - The ITC or his designee will be in charge of keys, keypad codes and access cards. If an item is lost or compromised, the person documenting all the facts of the loss shall forward an email to the ITC. A master record will be kept documenting who possesses what item. Once an employee is no longer employed, they shall return all items, including their school identification upon termination of employment. Access codes should be changed annually.

The ITC will delegate responsibility for the day-to-day security of the school and for ensuring such things as:

- - All staff/faculty understand the importance of security and understanding the school's

policy/procedures and their own responsibilities.

- - Staff/Faculty training needs are kept under review and training arranged as and when necessary.
- - New staff/faculty are informed of the school's security policy/procedure within 60 days of hiring.
- - Parents and students are informed of the security policy/procedures, are notified of changes/updates to the policy and encouraged to help maintain Thomas Edison Energysmart Charter School's safe school culture.
- - Regular reports will be made periodically verbally or in writing to the ITC.
- - Advice will be sought from the police or School Attorney when necessary.
- - All serious crimes will be reported to the police.
- - All employed and attached staff/faculty are to read this policy and adhere to the content of the policy. All questions can be directed to the ITC or designee.

Security will:

- - Ensure the security systems and equipment is functioning properly and effectively. If equipment is in need of repair, security shall notify the ITC and/or Business Administrator to make arrangements for maintenance/repair.
- - Carry out regular routine security checks including the perimeter of the property.
- - Open and conduct building checks in the morning.
- - Once school has ended and all students have been picked up after clubs, security will conduct a building check ensuring all perimeter doors and stairwells are secure.
- - Record security lapses, bring these promptly to the attention of the ITC, and review security procedures as and when required.
- - Raise awareness of security issues and enforce safety rules.
- - Assist in monitoring and/or escorting students and visitors.
- - Document all visitors for the school.
- - At times, assist with traffic control during special events.
- - Assist with all types of deliveries and notify recipients of such related items.
- - Oversee buses and parent drop off/pick up.
- - Unlock and lock entryways.
- - Issue tardy slips to late arrivals.
- - Carry out Fire, Security and Bus drills and maintain records of such drills.
- - Conduct inspections of emergency lighting, emergency signage, fire extinguishers, and elevators and maintain a record of such inspections.
- - Respond to all alarms.
- - Conduct preliminary investigations regarding complaints involving students and staff, which are then turned over to the ITC for final outcome. Such investigations shall be documented by security.
- - Act as a liaison to facilities regarding environmental and building safety issues.
- - Oversee Lost and Found - refer to the Lost and Found policy.
- - Oversee Safety Patrol volunteers.
- - Maintain thermostat codes and settings.
- - Periodically check for parking issues and or suspicious vehicles.
- - Periodically check doors security features.

Staff/Faculty:

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the school.

Staff/Faculty should be aware of and conform to operational procedures that affect security:

- - Visitor monitoring.
- - Hallway monitoring.
- - Key control features.
- - External door monitoring.
- - Fire and Security drill procedures and locations.
- - Fire extinguisher and A.E.D. locations.
- - New employees will be informed of security policies during their induction training.
- - All staff/faculty will be issued an ID badge/swipe card and will display these while on the premises.
- - All staff/faculty must challenge visitor's who are not wearing a visitor's pass and advise them to check in with security before any business is conducted on the school premise. Or if necessary initiate a lockdown situation.
- - If staff/faculty observes a safety issue, security shall be notified at once.
- - Upon arrival to school in the morning, a check of your work area shall be conducted. If anything out of the ordinary is observed, security and the ITC shall be notified immediately.
- - If staff/faculty observes an unsafe building issue, facilities and the ITC shall be notified at once.
- - It is required upon leaving for the day Faculty shall:
 - shut off the lights in classroom
 - close blind on door
 - secure all electronics/valuables in storage cabinet
 - lock and close classroom door
- - Staff/Faculty should have their own clear screen policy regarding all computers.
- - Staff/Faculty should never release any access information or item to anyone, including students.
- - Staff/Faculty shall not hold open doors for visitors, unless already checked in.
- - All valuable, portable equipment shall be marked belonging to the school.
- - All valuable and recognizable equipment should be photographed for insurance reasons.
- - Ensure that students who are issued lockers are securing their lockers so that they cannot be opened without using the proper combination.
- - Under no circumstances should faculty lend or hand keys or card swipes to students.

Classroom Safety

Staff/Faculty should be aware of camera views and reduce items hanging from the ceiling. Be sure nothing is in the way of or hanging from sprinklers, fire alarms, exit signs, etc. Remove anything that may impede evacuations, including coats, musical instruments and backpacks. Keep all hallways and floors clear of debris.

- - Make sure evacuation routes are posted and not covered.
- - Harmful chemicals are not within a student's reach and in proper storage area.

- - All electrical appliances are plugged directly into a receptacle or approved surge protector.
- - Extension cords are three pronged, heavy duty and in good condition.
- - Carpets and mats have non-slip backing.
- - Ceiling tiles are in place.
- - Storage cabinets are neat and secured to the wall to prevent tipping.
- - Plug in or desktop air fresheners and candles are not allowed in the classrooms.
- - Fire extinguishers and pull stations are secure and accessible.
- - Electrical panel boxes, if present are secured and accessible.
- - Restrooms are clean and functional and not used for storage.
- - All flammable paints are secured in a non-flammable cabinet or removed from the building.
- - Be aware of artwork on ceilings and walls. Combustible materials should not be kept near fire exit doors.
- - During school hours vision panel doors shall not be covered, except for security drills.

Substitute Staff/Faculty:

Access to the school by substitute staff/faculty shall be limited, according to how the ITC deems fit. Full time substitutes shall have full access to the school. Substitute Staff/Faculty shall wear their school identifications at all times.

Students

- - Must report any stranger on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge, but report all strangers immediately to the nearest member of staff/faculty.
- - Students and parents shall sign out equipment, which is to be taken home at times. A record (waiver) of this will be kept by the IT Manager or designee.
- - Who are issued lockers shall always secure their locker properly so that the combination lock is always utilized to access the content.
- - Shall never open or hold the door open for a visitor, unless already checked in.
- - Shall wear a seatbelt and act appropriately while being transported on a bus. If a student is written up by the bus driver for unsafe conduct the student may lose their bus privileges.
- - If left at school, a guardian should be contacted first. If no response is received, the police will be contacted for a welfare check.

Night Time Cleaning Crew

All parties hired by the school and involved with the upkeep of the school shall go through a criminal background check and shall be verified by documentation. If any issues should arise, the owner shall be contacted by administration. All access items signed over shall be noted by the ITC for record keeping purposes.

Trespassing

Trespassing may give rise to a criminal offense under NJSA 2C:18-3.

The school is a private and secure place. Any person that does not have a legitimate reason to be on the premises and is **NOT** in one of the following categories will be asked to leave. If any such person refuses to leave, the police will be contacted and they may be charged with Defiant Trespass.

- a) Members of staff/faculty - **unless** suspended for health or disciplinary reasons
- b) Registered students - **unless** excluded for disciplinary reasons
- c) Parents or guardians responsible for a student at the school - **unless** prevented for legal reasons. Proper court documentation must be provided to the school showing who is and who is not welcome within close proximity of the student. A copy of the order shall be forwarded to security office which maintains visitor access.
- d) Authorized Others - Administrators, suppliers, contractors and authorized users of the premises for 'off hours' activities.

Visitor Access Control

The school operates an efficient access control system and therefore:

- - Considers everyone who is not a member of staff/faculty or student as an unwelcome guest until they have gone through the visitor reception procedure.
- - **Every** new visit requires the visitor to provide a form of picture identification to security.
- - Provides visitors with a waiting area until they can be dealt with properly.

Identifies legitimate visitors and monitors:

- a) Their arrival and reason for their visit also requiring them to produce picture identification. The identification will be scanned into the Raptor system for logging each visit.
- b) Movement around the school.
- c) Departure time.
- d) All visitors will be given a visitor's pass, which they will wear as long as they are on site and carry the safeguarding documentation with them. All visitors must hand in the visitor's pass to security once they are finished. At any time, identification may be requested and checked by security.
- e) If a visitor's pass is not turned in, the contact information shall be looked up on the school's database. First, an email shall be sent and if no response is received, a phone call shall be placed to the visitor's place of residency.

Please understand that these safeguards are in place for the safety and security of your children!

School Visits

To prevent scheduling conflicts it is highly recommended to make an appointment with the desired staff/administrators in advance through e-mail for a specific date and time. This information will then be forwarded to security personnel. If a visitor arrives unannounced they may be denied access until such time that is mutually agreed upon.

Item Drop-off for Students

Items that need to be delivered to a student (i.e. forgotten lunches) are to be brought to the security desk at the main entrance. Items shall have the first and last name as well as the student's home room on the item. Failure to mark an item properly may lead to items being not delivered. These items will be delivered on the following schedule:

First delivery time – 9:00 am

Second delivery time – 10:30 am

Third delivery time – 1:00 pm

Every effort will be made to accommodate delivery of these items however if an item is dropped off for students after 1:00 pm it may not be delivered until the following school day.

Special Needs Visitors

All handicapped visitors if needed/requested shall be assisted by security in utilizing the elevator to enter the school. Handicapped parking shall also be maintained by facilities.

Student Drop Off and Pick-up

When entering the school property, parents shall travel at a slow rate of speed and stay in a single file line. Cars need to remain in a single file line, pulling forward to fill gaps. Pulling around cars or buses is dangerous and not permitted. Security will be stationed outside to greet the parents and students as well as assist children into their parent's vehicles. Stay with your vehicle at all times. **DO NOT PARK VEHICLE IN LINE AND LEAVE IT UNATTENDED.**

We understand that this may be inconvenient for some parents. However, the safety of your children is our number one concern. We are confident that if everyone remains patient and abides by this policy, we will have a smooth and safe transition for all students and parents.

- - Morning student drop off should occur between 7:30 am and 7:55 am.
- - Students and parents should always utilize sidewalks.
- - Parents should never leave their vehicle running and unattended.
- - When necessary parents should park in a parking space.
- - Parents should never block any bus.
- - Parents should not pass vehicles on the left while in the parking lot.
- - Afternoon student pick up will occur between 2:40 pm and 2:55 pm.
- - Students being picked up by parents will be monitored by security.
- - During delayed openings, drop off times are 9:05 am to 9:25 am.
- - During half days, pick up times are 12:30 pm to 12:50 pm.

- - Once students are loaded into parent's vehicles please exit the parking lot promptly.

Weather Related School Closures and Delays

All school closings, delayed openings and early dismissals due to weather or some unusual circumstance shall be announced to school personnel and the parents of all the students in a timely fashion. Notification shall be made by School Messenger using text messages, e-mail and phone. All of which shall be provided to the school by the parents or guardians of the students enrolled. It is important for parents and guardians to keep this contact information current.

Early Student Pick Ups

If a student is being picked up early, the school must be notified by e-mail (include the student's first and last name and homeroom in e-mail) at least two hours prior to the arrival of the parent. If someone other than the parent is picking up a student, notification/documentation must be made to the school. Once the main office/homeroom teacher receives proper notification, security will be notified of the pick-up.

In order to facilitate the dismissal process there are no early student pick-ups after 2pm. If a student is needed for an appointment etc. between 2 pm and 2:40 pm please make the pick-up time before 2 pm.

Offenses Not Involving Assault

It is an offense to use threatening, abusive or insulting words or behavior, or disorderly behavior, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt internally without involving the police.

The school is aware of, and will act on where appropriate, the criminal offences of Harassment and/or Disorderly Conduct.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the area or the police will be called.

This includes any unwanted communication via telephone or any electronic device, (cyber threats).

Incidents That Involve Physical Force

In the event of any person assaulting another person, (staff/faculty, student, administration, other adults or children involved in school activities):

- - The school may restrain the assailant with reasonable force to protect the victim.
- - In all but minor cases, the school will refer to the police any assaults, which appear to involve bodily harm. The school will also report to the police incidents, which take place in a public place off school premises, but in circumstances where the school has

responsibility for any of those involved whether they are members of staff or pupils. All reportable incidents shall be decided by the LP and ITC.

- - Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- -The school will be ready and willing to provide an account of what led up to the incident.
- - Security will be contacted along with the ITC. An Incident Report will be completed by security of the incident and forwarded to the ITC. An attempt will be made to save any and all video footage of the incident.

Possession of Weapons

It is an offense for anyone to possess, use, or exchange any weapon in any school building, on school grounds, at any school sponsored event, and on school sanctioned transportation except as the possession and use of a weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this policy, "weapon" means anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f.

If a situation should occur where there is reasonable grounds to suspect that a student or faculty member is in possession of a weapon any member of the faculty who confirms the presence of such weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession. Security will be notified as soon as feasible.

If a student or faculty member has reasonable grounds to suspect the presence of a weapon prohibited by this policy, Security shall be notified in addition to the ITC. Security shall conduct an appropriate search and confiscate any weapon discovered in the course of the search. Security shall, if appropriate and feasible, summon the aid of law enforcement officers in the conduct of the search.

An appropriate search of a student's person is considered a "pat-down search". Under no circumstances shall any pupil be subjected to a strip search or a body cavity search. Whenever possible this search shall be conducted by a member of the faculty that is the same gender as the student.

Whenever a search is conducted a report will be made documenting the grounds for the search as well as names of those present and the persons who provided the information for the basis of the search. Parents/guardians of the student who was the subject of the search will be notified by the ITC.

Personal Property and Lockers

Students are discouraged from bringing valuable items to school, but in the event that they do so, the school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the ITC regarding temporary safe keeping.

Staff/Faculty are responsible for their own personal property.

Students that are issued lockers shall abide by the locker contract that is to be signed at the beginning of every school year. All lockers shall be secured utilizing the equipped combination lock in a manner that requires the utilization of the combination to access the contents every time.

In no storage place provided by the school shall pupils have such an expectation of privacy as to prevent examination by school faculty. Pupils shall be notified in writing at the beginning of each school year that inspections of their lockers, desks, and other storage facility may be conducted. The ITC or designees are directed to conduct, without further notice, the regular inspection of such facilities provided to pupils for the storage of property.

Whenever a search is conducted a report will be made documenting the grounds for the search as well as names of those present and the persons who provided the information for the basis of the search. Parents/guardians of the student who was the subject of the search will be notified by the ITC.

Items that are found throughout the course of the school year will be placed in the Lost and Found Box located in the school gymnasium. See also Lost and found Policy

Violence, Criminal Mischief, Weapons and Substances

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and may require an emergency response where an intruder is still present on the premises.

When an intruder is thought to be present on the premises, a lockdown may be called and the police will be contacted.

Reporting and Recording Incidents

The school will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they reoccur and become persistent. All documentation kept by security with personal information shall be stored in a locked cabinet, accessible by security and the ITC. Security is expected to record on an Incident Report Form:

- - Trespassing
- - Criminal Mischief
- - Theft
- - Aggressive behavior by persons other than students around the school building

- - Serious matters reported by students
- - Harassment/Intimidation/Bullying (HIB) - refer to HIB guidelines for reporting purposes.
- - Any incidents of student searches
- - Any other incidents giving cause for concern, which would need to be documented.
- - Lost or found valuable property.
- - Security will retain the completed forms in a secure Incident Register. A copy will be forwarded to the ITC once completed.
- - The ITC and Security will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action.

Site Security

Security and staff/faculty are responsible for the security of building and property.

- - At the end of the school day, each member of staff/faculty should ensure that their classroom lights are off and their doors are closed and locked.
- - All staff/faculty are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- - Adequate security lighting is installed and maintained/monitored by security and facilities.
- - Risk assessments are in place and are reviewed by safety and security representatives annually.
- - Property of the school is marked clearly with sufficient signage.
- - All exterior school doors shall be secured at all times from the interior of the building. They shall not be propped open at any time, unless an employee is standing by.
- - There are specific areas used during outside recess. Other areas are prohibited, unless escorted by a member of the school.
- - During outside recess, students shall always be monitored by staff/faculty/security.
- - Play areas are well separated from traffic.
- - Play areas have clearly defined boundaries.
- - Emergency vehicles have easy access to the school building/property.
- - A dumpster is located in a designated location surrounded on three sides by a high fence, and provided with a securable gate.
- - After normal school hours once clubs are over students are not permitted back into the main school area to access classrooms or lockers.

Elevators

The school is equipped with 2 elevators. One is located in the school main lobby and one located in the gymnasium. Students are not permitted to utilize the elevator unless accompanied by an adult. The use of the elevators should be limited to those that need to use them. The School nurse may grant permission for students to utilize the elevators due to a medical condition.

Security will conduct the required inspections and keep a record of these inspections.

Special Events and Field Trips

The Activity Coordinator should forward plans for events/activities to the ITC or designee. ITC/designee shall review what is needed for an upcoming event, if anything. Being it more personnel, lighting or safety devices. This will be done at least two working days ahead of the event.

For field trips, permission slips shall be reviewed and maintained on the bus. Each bus will possess a cell phone, first aid kit and an Epipen available for emergencies. At least one staff/faculty member on the trip shall be trained in the use of an Epipen. All volunteers should make arrangements to receive specific training for volunteering. It is up to the ITC to determine the amount of volunteers needed, depending on age and number of students. If possible an administrator shall attend the trip as well.

If a student suffers from any health issues, the nurse and or parent shall be consulted before hand. Unless staff/faculty is trained, they shall not administer any medications. If a serious issue should arise on a field trip, staff/faculty will contact 911, and then an administrator.

Depending on the duration of the trip and coverage for the school, a nurse may attend the trip as support for the students and staff/faculty.

Bus Complaints

All transportation complaints are to be referred to the Franklin Township Board of Transportation (732-828-6620 e-mail: transportation@franklinboe.org) or the North Brunswick Transportation department at 732-289-3026. The Board of Transportation has their own policy and procedures regarding transportation of students. If the problem is not rectified in a timely manner, the Somerset County School Superintendents office may be contacted for assistance by the complainant.

Bus Behavior and Bus Safety

All bus drivers have been issued conduct forms by the school. If the bus driver believes a student is acting inappropriately while on the bus, the student's behavior will be documented by the driver. The form will be forwarded to security, which will then turn it over to the ITC for investigation. If the behavior is determined to be such that it jeopardizes the safe operation of the school bus or disruptive or distracting to the bus driver the student or students involved may be suspended from bus privileges. If the behavior reoccurs, the students risk losing bus privileges for the school year.

Parents should go to the bus stop with their child and teach them the proper way to get on and off the bus. They should make sure they stand at least six feet from the curb. If your child needs to cross the street in front of the bus, they should walk on the side of the road until they are at least twelve feet in front of the bus. They should always be able to see the driver, and the bus driver will be able to see them.

- - Buses will drop off and pick up students directly from a designated area on school property.

- - Buses should not have to back up or double park.
- - Students are sheltered while waiting for pick up and after they have been dropped off to school.

Parent Teacher Conferences

During conferences, all other doors not being used shall be locked. All valuables shall be kept secure and out of sight. The main entrance shall be left open with security standing by in the lobby. Parent/guardians shall arrive early for their assigned time, time in, make a name tag and proceed to their child's classroom. Once the conference has concluded exit through the lobby and clear the parking lot in a timely manner. This will open up parking spaces for other parents/guardians arriving for their scheduled conferences.

Contractors/Vendors

- - Contractors on school site are required to observe the school's security policy/procedure, which is overseen by security.
- - Building materials and equipment must not be left lying around.
- - When not in use, scaffolding should not provide access to previously secure roof areas.
- - Alarm systems must not be disrupted.
- - When possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as school visitors. Such visitor's should be scanned through the Raptor Identification system.
- - If work will be long term, a list of contracted employees will be submitted to security where it will be kept for reference. Each individual will have to produce identification to be scanned through the Raptor Identification system.

Medical Incidents

Security and staff/faculty are responsible for:

- - Notifying the school nurse for minor injuries.
- - Notifying 911 for more serious injuries.
- - Notifying the ITC of the incident.
- - Assisting in crowd control.
- - Assisting in calling a shelter-in-place if need be, to assist with access for EMS.
- - All staff should be aware of where AED devices are stored.
- - Always remain calm during any crisis. Never leave an ill or injured child alone.
- - Do not move a severely injured child or allow him to walk.
- - Always use precaution when handling infectious materials.
- - Do not administer any medications to any child unless trained to do so; this action must be referred to the nurse.

Natural Disaster/Inclement Weather

- - Refer to the school's Safety Plan

Gas Leaks/Hazardous Materials

- - Refer to the school's Safety Plan