

STUDENT SAFETY

The Board of Education recognizes the safety of its students as a consideration of utmost importance. The Superintendent shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The Superintendent shall oversee development of a District-wide safety program with emphasis on accident prevention.

Facilities

The Superintendent shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

Staff Education and Training

All teachers shall be familiar with the provisions of this program that particularly concern them.

The Superintendent shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All District employees will receive the appropriate inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the District safety plans, procedures and mechanisms. The District safety plan will be updated annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of protective devices shall be scrupulously enforced by all staff.

The Superintendent shall inform all staff of school safety rules and regulations at the beginning of the school year and shall post copies of the rules in a prominent place in each school. Special emphasis shall be given to accident prevention and precautionary measures in case of fire.

Student Supervision

The staff must maintain complete classroom and playground supervision during regular school hours. The Superintendent shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the Superintendent shall seek the cooperation of the police and other appropriate agencies in providing for the safety of students on or around school property. The Board shall adopt the necessary regulations governing supervision of student safety.

Students' arriving at school before supervision is provided or returning to school after dismissal procedures have been implemented shall not be the District's responsibility.

Elementary (Kindergarten through Grade) Dismissal Procedures

Dismissal will be supervised. District staff shall be assigned to specific locations and given defined responsibilities to supervise student dismissal. At the close of school, in accordance with the parent/guardian designation students shall be dismissed as follows:

STUDENT SAFETY (continued)Elementary (Kindergarten through Grade) Dismissal Procedures (continued)A. An "Officially Escorted" Student

If a student's parent/guardian designates his/her child as an "officially escorted" student, the student shall be taken to a designated room in school to be picked up. The individual escorting the student is required to go to the area designated in the school for pick-up, identify him/herself as one of the persons authorized to pick the child up, and sign the child out.

B. An Unescorted Student.

If a parent/guardian designates that his child/children may leave school unescorted, the child/children will be taken to the designated school exit and shall leave school by walking, biking, riding in a car or using another parent/guardian designated method without being signed out and "officially escorted" as described in A above.

C. A Student Enrolled in the Privately Administered Latchkey Program Held on District premises

If a parent/guardian enrolls his child/children in the privately administered latchkey program held on the District premises, the student(s) will be taken to the program location by a member of the staff and put in the care of a member of the latchkey staff.

Parents/guardians whose child/children do not attend full time, will be responsible for selecting another dismissal designation for their child/children on the days they are not enrolled in the latchkey program.

D. A Student Receiving District Transportation

A student traveling on District provided buses shall be safely put on board the bus and shall depart the bus in accordance with the District protocols

Regular and early dismissal shall be supervised according to the same protocol unless otherwise specified. The Superintendent is responsible for overseeing the development of protocols that are tailored to the age and needs of the students.

Notification of Dismissal Protocols

Written notice of dismissal protocols shall be in the letter and form (Exhibit 5142) provided by the Board to all parents/legal guardians before the beginning of each school year, shall be made available on the Board's website, and shall be provided to any parent/guardian upon request.

The Superintendent or his designee shall ensure that the notification includes the following:

- A. The school calendar including school closure and early dismissal dates and times; and any adjustments to the calendar,
- B. The school dismissal policy including the length of the designated dismissal period,
- C. Supervision arrangements for all students at dismissal,
- D. Location and presence of municipal crossing guards,
- E. Description and protocols for the varying types of dismissal including:
 1. Designated pick up areas for students who are not to be officially escorted from school,
 2. Designated pick up areas for "officially escorted" students and where they will be supervised after regular dismissal time,
 3. Emergency plan for supervision of "officially escorted" students left at school beyond the period of school dismissal,

STUDENT SAFETY (continued)Notification of Dismissal Protocols (continued)

4. Procedures for contacting the YMCA latchkey program for information about the program and their enrollment and dismissal process.
- F. Explanation that the dismissal protocols chose are for the school year and are only to be changed if absolutely necessary as well as the procedures for making such changes.
- G. Protocol for emergency unscheduled dismissals.

The parent/guardian is responsible for reading and reviewing all the materials including the school calendar and complying with all school dismissal times, procedures and protocols. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

Implementation of Elementary (Kindergarten through Grade) Dismissal Procedures

At the beginning of every school year, in order to fulfill the District's obligations for elementary student safety at time of dismissal, the District shall require all parents/guardians to complete, sign and promptly return a form indicating their requirements for dismissal procedures. The parent/guardian shall indicate their choice of the following dismissal protocols:

- A. The student may leave school unescorted;
- B. The student must be "officially escorted" by an authorized individual;
- C. The student will be attending the YMCA administered latchkey program held on District premises.
- D. The student receives District bus transportation.

The Board requires signed permission for a student to be leave school unescorted at dismissal time.

All documented arrangements will be considered permanent for the entire school year unless parents/guardians alter arrangements upon prior written notification to the principal. Parents who fail to return the form promptly shall receive a certified letter reminding them of their obligation to do so and may be visited by a District employee if appropriate.

Provision shall be made to take care of "officially escorted" students if the designated individual does not arrive at dismissal time. Parents/guardians failing to arrive at school or to have an authorized person arrive at school in a timely manner to "officially escort" their child/children will be reported to the proper authorities and parents/guardians who fail to arrange prompt dismissal pick up on an ongoing basis shall be required to meet with the principal to develop alternate arrangements for dismissal time. Further action may be taken if the alternate arrangements are unsuccessful.

The principal or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The principal or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.

The Superintendent will develop procedures:

- A. For parents/guardians to provide signed acknowledgement of receipt of all the materials mailed to them including but not limited the school calendar, all school closure and early dismissal dates, the school dismissal policy and procedures, and all dismissal protocols;

STUDENT SAFETY (continued)Implementation of Elementary (Kindergarten through Grade) Dismissal Procedures (continued)

- B. For parents/guardians to indicate how their child/children are to be released from the school's care at dismissal,
- C. For the collection and retention of all documents pertaining the dismissal protocols including the receipt of calendar and escort/transportation arrangements.

The dismissal procedures will be reviewed annually.

Middle School Dismissal (Grades 5 through 8)

Middle school parents shall be informed about middle school dismissal procedures prior to the opening of school. While middle school students shall normally be dismissed without specific arrangements made for parental pick up, i.e. "unescorted", middle school parents will be given the opportunity to have their child/children formally picked up at school and will be given information on how to require that their children be "officially escorted." Only parents who wish to have their child/children "officially escorted" shall be required to return the form requesting this option. If no form is received by the required date, the District shall assume that the students may be dismissed without specific arrangements for parental pick-up.

The information sent to middle school parents shall include:

- A. The school calendar including all school closure and early dismissal dates.
- B. A complete list of the dismissal options including:
 1. The busing procedure if District busing is available,
 2. The procedures for requiring that the student be "officially escorted" from school.
- C. The location in the school where the parent/guardian must go to identify him/herself and sign out the child/children), if child/children are to be "officially escorted" from school.
- D. The supervision arrangements at dismissal including the number and location of the municipally provided crossing guards.
- E. Emergency plans for supervision of "officially escorted" students left at school as well as the consequences for continually leaving such students beyond dismissal.
- F. A receipt with a specified return date to be signed by the parent guardian indicating he/she has received the school calendar information and all other required information.
- G. The form the parent/guardian shall complete and sign that clearly indicates if his/her child/children shall be "officially escorted" from school which must be returned by the date specified.

Other Safety Measures

No student shall leave the school before the end of the school day without permission of the Principal. Elementary school students leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in the parent/guardian's behalf.

The curriculum shall include courses in safety as required by state law.

STUDENT SAFETY (continued)**Other Safety Measures (continued)**

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the Superintendent of any change in the student's custody. If one parent/guardian has been awarded custody of the student in a divorce, the other parent/guardian shall present to the Principal a letter authorizing him/her to accompany the child from school before the child may be released. The Principal may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

Voluntary Fingerprinting Program

The Board of Education shall provide a voluntary fingerprinting program for the protection of its students. This program shall be carried out in cooperation with the county sheriff's office and local law enforcement officials in accordance with the requirements of law.

All students in grades kindergarten through eight shall be eligible to participate with written authorization of their parent/guardian. Completed fingerprint cards shall be given to the parent/guardian and shall not be retained by the School District or the law enforcement agency.

The Superintendent is directed to provide an orientation program for those students for whom fingerprinting has been authorized, and to develop appropriate administrative regulations for the implementation of the voluntary fingerprinting program in the District.

Potentially Missing Children

Attendance practices and the dismissal precautions addressed in this policy are part of the District's effort toward early identification of potentially missing children.

The Superintendent will develop procedures that ensure cooperation with law enforcement for substances, weapons and safety. This may include cooperation with law enforcement in the activation of an "Amber Alert" which provides for the rapid dissemination of information, including a description of the missing child through broadcast media.

Release to an Individual Impaired by Drugs/Alcohol Prohibited

The Board believes that allowing a child to be released into the custody of a parent/guardian or other authorized individual who appears to be impaired by drugs or alcohol can have tragic consequences. Therefore, the Board prohibits release of a student into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the student if released to such a person. The Superintendent/designee shall make the final determination as to whether an individual is impaired.

Possessions

Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The Board is not responsible for items destroyed or stolen from lockers.

Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The Superintendent and Principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the District. Principals shall inform those employees/ volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the

STUDENT SAFETY (continued)Megan's Law (continued)

property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the building Principal shall inform the vendor. Notification may include, but is not limited to:

- A. Aides
- B. Bus drivers
- C. Coaches
- D. Maintenance staff
- E. Professional support staff
- F. School level administrative staff
- G. Security personnel
- H. Teachers' aides
- I. Teachers

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the County Prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the County Prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:

- A. Members of PTO, PTA, HSA, etc.
- B. Organizations using school facilities
- C. Other schools
- D. Press

The Principal shall provide registration forms to any organization that uses the school facilities, including parent-teacher organizations that wish to be notified by the County Prosecutor's Office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the Principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The Prosecutor's Office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the County Prosecutor's Office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

STUDENT SAFETY (continued)

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and parents/guardians of newly enrolled students shall be trained and informed of the presence of Tier Two and Tier Three offenders in accordance with the existing statutes, code and case law.

Students and District employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The Superintendent shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

<u>Legal References:</u>	<u>N.J.S.A. 2C:7-2 et seq.</u>	Registration and Notification of Release of Certain Offenders
	<u>N.J.S.A. 2C:39-5</u>	Unlawful possession of weapons
	<u>N.J.S.A. 18A:6-2</u>	Instruction in accident and fire prevention
	<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
	<u>N.J.S.A. 18A:17-42,</u> <u>-43 and -45 through -48</u>	Public School Safety Law
	<u>N.J.S.A. 18A:20-21</u>	Supervisors and other employees
	<u>N.J.S.A. 18A:35-5</u>	Maintenance of physical training courses; features
	<u>N.J.S.A. 18A:35-5.1</u> through -5.3	Lyme disease prevention; public school health curriculum
	<u>N.J.S.A. 18A:36-24</u> through -25	Missing children; legislative findings and declarations ...
	<u>N.J.S.A. 18A:36-29 et seq.</u>	Voluntary fingerprinting ...
	<u>N.J.S.A. 18A:40-12.1, -12.2</u>	Protective eye devices required for teachers, students and visitors in certain cases ...
	<u>N.J.S.A. 18A:41-1 et seq.</u>	Fire drills and fire protection
	<u>N.J.S.A. 30:5B-26</u> through -29	Child care before and after school hours ...
	<u>N.J.S.A. 34:5A-1 et seq.</u>	Worker and Community Right to Know Act
	<u>N.J.S.A. 39:4-183.1a</u>	Traffic control devices
	<u>N.J.S.A. 52:27D-123.9 et seq.</u>	Definitions relative to playground safety
	<u>N.J.A.C. 5:23-11 to 11.4</u>	Playground Safety Sub code
	<u>N.J.A.C. 6A:8-5.1</u>	Graduation requirements
	<u>N.J.A.C. 6A:16-1.1 et seq.</u>	Programs to Support Student Development
	<u>See particularly:</u> <u>N.J.A.C. 6A:16-2.1, -5.1,</u> <u>-5.2, -5.5, -5.6, -5.7, -6.1,</u> <u>-6.2, -6.4, -6.5</u>	
	<u>N.J.A.C. 6A:19-10.1 et seq.</u>	Safety and Health Standards
	<u>See particularly:</u> <u>N.J.A.C. 6A:19-10.2</u>	
	<u>N.J.A.C. 6A:26-12.1 et seq.</u>	Operation and Maintenance of Facilities
	<u>See particularly:</u> <u>N.J.A.C. 6A:26-12.2, -12.5</u>	
	<u>N.J.A.C. 6A:27-11.1 et seq.</u>	Safety
	<u>Jerkins v. Anderson</u>	

<u>Cross References:</u>	*1250	Visitors
	*1410	Local units

STUDENT SAFETY (continued)**Cross References: (continued)**

*3000/3010	Concepts and roles in business and noninstructional operations; goals and objectives
*3516	Safety
3530	Insurance management
*3541.33	Transportation safety
*4112.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4212.4	Employee health
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5113	Absences and excuses
*5124	Reporting to parents/guardians
*5125	Student records
*5131	Conduct/discipline
5131.1	Sexual harassment
5131.2	Harassment, intimidation and bullying
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5131.9	Threats sent via modern technology
*5141.1	Accidents
*5141.2	Illness
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5145.12	Search and seizure
*6114	Emergencies and disaster preparedness
*6142.12	Career education

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

Key Words

Student Safety, Safety, Student Safety, Megan's Law, Playground Safety

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