

PUPIL SAFETY

The board of education recognizes the safety of its pupils 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 districtwide 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 or their designee 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 eye protective devices shall be scrupulously enforced by all staff.

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 pupils on or around school property. The board shall adopt the necessary regulations governing supervision of pupil safety.

No pupil shall leave the school before the end of the school day without permission of the principal.
No pupil shall run errands on school business off the school property.

The curriculum shall include courses in safety as required by state law. The Superintendent shall oversee development and implementation of a vocational education safety program correlated with coursework. In development of courses, the safety of participating pupils shall be a primary consideration.

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Other pupils 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 his/her behalf.

A record shall be kept indicating the legal custodian of each pupil. Such custodian shall be responsible for informing the Superintendent of any change in the pupil's custody. If one parent/guardian has been awarded custody of the pupil 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.

Supervision of Students During Dismissal

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each district school facility. Regular and early dismissal will 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 at each school facility. At a minimum these protocols shall include:

- A. Staff assigned to supervise dismissal, and their locations and responsibilities
- B. Where children will be retained awaiting appropriate escort and/or designated transportation
- C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time.
- D. Location and presence of municipal crossing guards

The board will review the dismissal procedures annually.

Notification of Dismissal Protocols

The Superintendent or his designee shall ensure that parents are notified of the following:

- A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar
- B. The school dismissal policy
- C. Dismissal protocol for all bused students, non-bused students and students in after-school programs or activities
- D. Supervision arrangements for students at dismissal
- E. Emergency plan for supervision of students left at school
- F. After school program opportunities
- G. Procedures for enrolling students in after school programs
- H. Procedures for students to be dismissed at lunch time and stating such in the Parent Student Handbook

The parent/guardian is responsible for reviewing all school information sent home via students or mail and complying with all school dismissal times and procedures. Medford Lakes School District is unique in the fact that nearly all students walk, or ride bikes to school. Therefore, it is critical that students report directly home following the end of the school day. Once students leave the school building in accordance with the dismissal policy, it is the parent's/guardian's responsibility to control the students' next destination. It is the parents / guardians responsibility to resume the custody of their child at the end of each school day.

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Voluntary Fingerprinting Program

The board of education shall provide a voluntary fingerprinting program for the protection of its pupils. 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 pupils 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, through the appropriate agency of County Government, shall provide a program for those pupils for whom fingerprinting has been authorized. The voluntary finger-printing program shall be implemented in accordance with regulations adopted for that program through the appropriate agency of County Government.

Potentially Missing Children

Attendance practices, the dismissal precautions addressed in this policy and voluntary fingerprinting 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 pupil into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the pupil 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.

Cell Phones

Students are not permitted to use cell phones during the school day. All cell phones must be stored in a secure location (such as a locker) and remain in that location during the school day. The district is not responsible for the security of these devices. Students not following this policy will be subject to the school discipline policy which includes confiscation. The Superintendent or their designee may declare an emergency where student cell phones may be used during the school day by students under the supervision of a staff member.

PUPIL SAFETY (continued)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 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 Superintendent or 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 wishes 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

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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.

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 newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

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.

School Violence Awareness Week and Annual Public Hearing

The school shall observe "School Violence Awareness Week". This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The board of education shall hold a public hearing on violence and vandalism pursuant to N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3. The requirements of the public hearing are covered in greater detail in file code 5131.5 of this manual.

Designated School Crossings

The Board of Education believes it is critical to ensure the safety of children while walking to and from school. School crossing areas should be designated with appropriate school crossing signs and reduced speed limits should be enforced in these areas. [Authority: DA 5/63-4, DA 5/97-SR, DA 5/02-SR, DA 5/07-SR, DA 5/12-SR]

Hazardous Walking Conditions--Crossing Guard Stations

The Board of Education believes that a local police chief or other law enforcement officer should annually review all existing and proposed crossing guard stations. Input from boards of education and the community-at-large should be gathered on traffic hazards and other dangers that exist along school routes. The municipal governing body should make recommendations regarding the placement of the crossing guard stations. [Authority: DA 6/87-6, DA 5/97-SR, DA 5/02-SR, DA 5/07-SR, DA 5/12-SR]

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Legal References: Use legal reference sheet.

Cross References: List your appropriate policies. See legal reference sheet for possibilities.

Key Words

Legal References

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Monitored:

Indicators 7.6, 7.7

Mandated:

N.J.A.C. 6A:26-12.2(a)1 requires policy and procedures for safe and sanitary operation and maintenance of school buildings and grounds.

N.J.A.C. 6A:26-12.2(a)2 requires policy and procedures for supervision of pupil safety including safe storage and use of potentially hazardous materials on school property; prevention of accidents, panic and fire; provision for and maintenance of suitable and safe equipment.

N.J.A.C. 6A:26-12.5(f) requires specific eye protective policy and program, including procedures to deal with individuals who refuse to abide by established eye safety practices.

Jerkins v. Anderson, decided by the New Jersey Supreme Court on June 14, 2007, mandated that school districts have and implement a dismissal policy. This ruling gives guidance on the specific content of this mandated policy. The district must at a minimum (1) adopt a reasonable policy concerning dismissal and the manner in which students of different ages will be dismissed; (2) provide adequate notice of the policy to parents/guardians; (3) effectively implement the policy and adhere to parents' reasonable requests regarding dismissal.

Other Reasons:

N.J.A.C. 6A:16-5.1 et seq. requires various measures to provide for the safety and security of all members of the school community, including the implementation of a student code of conduct; mechanisms for responding to school emergencies and crises; reporting violence, vandalism and alcohol and other drug abuse; policies and procedures for dealing with assaults with or without a weapon; and prohibition of remotely activated paging devices under certain conditions.

N.J.A.C. 6A:16-5.1(b) 1 and 2 require that plans procedures and mechanisms be consistent with the provisions of this section and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education; and annually reviewed and updated.

N.J.A.C. 6A:16-6.1 et seq. requires policies and procedures to protect the school population through cooperation with law enforcement in various circumstances.

General gravity of the topic.

PUPIL SAFETY (continued)**Recommendation:**

A policy addressing generally all facets of pupil safety in one place. Specifics will be treated at length in appropriate policies and regulations, but all should be gathered here. Include:

- A. General safety program: supervision, accident prevention; consideration of safety in course design; hazardous substances;
- B. Vocational education safety program;
- C. Safety instruction per statute;
- D. Eye protection;
- E. Potentially missing or abused/neglected children;
- F. Supervision of students at dismissal;
- G. Voluntary fingerprinting;
- H. Early dismissal; precautions;
- I. Custody precautions;
- J. Megan's Law;
- K. Violence Awareness Week;
- L. Cross references to a number of other policies, including 5131 Conduct/discipline, 5131.5, Vandalism/violence, 5131.7 Weapons and dangerous instruments, 5141.1 Accidents and 6114 Emergencies and disaster preparedness.

Abbott districts should clearly define acceptable and unacceptable student behaviors in their student codes of conduct and include consequences for violating the codes. They should include assurances that they are doing whatever is necessary to promote a school climate that is safe and conducive to learning. Review existing student behavior policies to ensure maximum effectiveness. In addition, a school security program should be implemented with sufficient staff and other necessary protective devices.

<u>Legal References:</u>	<u>N.J.S.A.</u> 2C:7-2 <u>et seq.</u>	Registration and Notification of Release of Certain Offenders
	<u>N.J.S.A.</u> 2C:39-5	Unlawful possession of weapons
	<u>N.J.S.A.</u> 18A:6-2	Instruction in accident and fire prevention
	<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
	<u>N.J.S.A.</u> 18A:17-42, -43 and -45 through -48	Public School Safety Law
	<u>N.J.S.A.</u> 18A:20-21	Supervisors and other employees
	<u>N.J.S.A.</u> 18A:35-5	Maintenance of physical training courses; features

PUPIL SAFETYLegal References (continued)

<u>N.J.S.A.</u> 18A:35-5.1 through -5.3	Lyme disease prevention; public school health curriculum
<u>N.J.S.A.</u> 18A:36-24 through -25	Missing children; legislative findings and declarations...
<u>N.J.S.A.</u> 18A:36-29 <u>et seq.</u>	Voluntary fingerprinting ...
<u>N.J.S.A.</u> 18A:40-12.1, -12.2	Protective eye devices required for teachers, pupils and visitors in certain cases ...
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire drills and fire protection
<u>N.J.S.A.</u> 30:5B-26 through -29	Child care before and after school hours ...
<u>N.J.S.A.</u> 34:5A-1 <u>et seq.</u>	Worker and Community Right to Know Act
<u>N.J.S.A.</u> 39:4-183.1a	Traffic control devices
<u>N.J.S.A.</u> 52:27D-123.9 <u>et seq.</u>	Definitions relative to playground safety
<u>N.J.A.C.</u> 5:23-11 to 11.4	Playground Safety Sub code
<u>N.J.A.C.</u> 6A:8-5.1	Graduation requirements
<u>N.J.A.C.</u> 6A:16-1.1 <u>et seq.</u>	Programs to Support Student Development
<u>See particularly:</u> <u>N.J.A.C.</u> 6A:16-2.1, -5.1, -5.2, -5.5, -5.6, -5.7, -6.1, -6.2, -6.4, -6.5	
<u>N.J.A.C.</u> 6A:19-10.1 <u>et seq.</u>	Safety and Health Standards
<u>See particularly:</u> <u>N.J.A.C.</u> 6A:19-10.2	
<u>N.J.A.C.</u> 6A:26-12.1 <u>et seq.</u>	Operation and Maintenance of Facilities
<u>See particularly:</u> <u>N.J.A.C.</u> 6A:26-12.2, -12.5	
<u>N.J.A.C.</u> 6A:27-11.1 <u>et seq.</u>	Safety

Manual for the Evaluation of Local School Districts**Possible****Cross References:**

*1250	Visitors	
*1410	Local units	
		*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	Pupil records	
*5131	Conduct/discipline	

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Possible

Cross References (continued)

*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*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.