

SPRINGFIELD PUBLIC SCHOOLS
Springfield, New Jersey 07081

POLICY: PUPIL SAFETY

The Board of Education recognizes the safety of its pupils as a consideration of utmost importance. The Chief School Administrator 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 Chief School Administrator shall oversee development of a district-wide safety program with emphasis on accident prevention.

Facilities

The Chief School Administrator 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 with law and code.

Staff Education and Training

All teachers shall be familiar with the provisions of this district program that particularly concern them. The Chief School Administrator 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 in-service 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 Chief School Administrator 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 Chief School Administrator 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 or the principal's designee. 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 Chief School Administrator 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.

Employers of work/study pupils are required to report to the Chief School Administrator or his/her designee if a pupil has not reported for work within one hour of the expected arrival time. 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 Chief School Administrator 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

Adult supervision will be present during both regular and early dismissal. The Chief School Administrator 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. Information related to individuals assigned to supervise dismissal, and their locations and responsibilities
- B. Information related to 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. This shall include, but is not limited to, the availability of supervised after school programs, if any, and the process for enrolling students therein, and
- D. Location and presence of municipal crossing guards.

The Board will review the dismissal procedures annually.

Supervision of Non-based Students at Dismissal

The Board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. All students grades Pre-K through 5 must be picked up from school by an individual designated on the emergency card submitted by the parents/guardians. This individual must be at least fourteen years of age. All students grade 6 through 8 must be picked up by an individual designated on the emergency card submitted by the parents/guardians unless a waiver has been submitted to the school administration.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the Chief School Administrator or designee.

Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

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

Notification of Dismissal Protocols

The Chief School Administrator 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

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

The Chief School Administrator will develop procedures:

- A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures,

- B. For parents/guardians to indicate and define the circumstances that the student is to be released from the school's care at dismissal,
- C. For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

Voluntary Fingerprinting

The District shall provide a voluntary fingerprinting program for the protection of its pupils. Fingerprinting shall be done on the fingerprint card provided by the sheriff or local law enforcement officials and no pupil will be fingerprinted unless the signed authorization section of the fingerprint card is completed by the student's parent or guardian or temporary caretaker. The district will notify parents or guardians or temporary care takers of the dates set for the fingerprinting program in the schools at least two weeks prior thereto. 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 District shall provide an orientation program, conducted by certified school staff for those pupils for whom fingerprinting has been requested, to ensure the students understand the purpose of the program. The District shall develop appropriate administrative regulations for the implementation of the voluntary fingerprinting program in the district.

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 Chief School Administrator 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 Chief School Administrator/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.

Furthermore, the principal or official designated by the Board may inspect lockers or other storage facilities provided to students. Students will be informed in writing at the beginning of the school year that inspections may occur.

Megan's Law

Prosecutors classify sex offenders in one of three tiers based on the degree of risk they pose to the public: low risk (Tier I), moderate risk (Tier 2), or high risk (Tier 3) Classification in a tier determines who will receive notification. Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The chief school administrator 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. Upon notification, 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. Only, principals and the Chief School Administrator are authorized to determine who requires notification. Such a determination shall be made to notify based of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the Chief School Administrator 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.

District personnel shall not notify anyone who has not been specifically designated by the Principal or Chief School Administrator. Specifically, information regarding notification shall not be shared with those under a staff member's care or supervision, their parents, guardians or other relatives.

However, where a Tier Three Offender is present, students and parents/guardians shall be notified. 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 shall be 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.

Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification in accordance with this policy. However any actions taken against the individual named in the notification, including but not limited to vandalism or property, verbal or written threats of harm, or physical violence against this person or their family could result in arrest and prosecution.

The chief school administrator 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

Each year, during the week beginning with the third Monday in October, the district shall observe “School Violence Awareness Week”. The District shall observe this week by organizing activities to prevent school violence including, but not limited to, age appropriate opportunities for student discussion of conflict resolution, issues of student diversity and tolerance. Law enforcement personnel will be invited to join school teaching staff in the discussions.

All programs shall be provided by school board employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

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.

Legal References:

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

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
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

Approved: June 2, 2008

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