

STUDENT SAFETY

The Norwood Board of Education recognizes the safety of its students 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. ***Parents are responsible for all departures after the official school dismissal.***

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 to law and code.

Staff Education and Training

All teachers shall be familiar with the provisions of this 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 inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the District safety plans and procedures. 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 (e.g., in science labs).

The Chief School Administrator 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 Chief School Administrator shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during morning arrival (8:15 a.m.) 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 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 (8:15 a.m.) or returning to school after dismissal procedures have been implemented shall not be the District's responsibility.

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 choices, students shall be dismissed as follows:

STUDENT SAFETY (continued)**Dismissal Procedures** (continued)**A. An “Officially Escorted” Student – Daily, A Designated Adult Must Come In and Sign Out The Child!**

1. *If a student’s parent/guardian designates his/her child as an “officially escorted” student*, the student shall be taken to the All Purpose Room to be picked up and signed out by one of the persons authorized to do so. The individual escorting the student is required to park the vehicle, go to the area designated in the school for pupil pick-up, and sign out the child.

B. An “Unescorted” Student – As In Past Practice, Your Child May Dismiss Independently!

1. *If a parent/guardian designates that his child may leave school “unescorted”*, the child will be taken to the designated school exit and shall leave school by walking, biking (grades 3-8 only), riding in a car or using another parent/guardian designated method *without being signed out*.
2. **A Student Receiving District Transportation is also “unescorted”.**
3. **After School Activities (i.e., PTO Run Enrichment Program, Sporting Events, Rehearsals, After Care Program, etc.) – The Parents/Guardians’ Responsibility to Arrange Dismissal!**
If a parent/guardian enrolls his child/children in the PTO sponsored Enrichment program, the student(s) will be taken (K-2) or report (3-8) to the All Purpose Room and put in the care of a supervisor of the Enrichment staff or to another site designated for the activity or program. Students attending an after school program travel there unescorted unless the parents wish to meet their child and provide escort themselves. **Parents/guardians will be responsible to make arrangements for their child’s departure from after-school programs, events, or activities.**

Regular and early dismissal shall be supervised according to the same protocol unless otherwise specified. 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. Staff assigned to supervise dismissal, at designated locations.
- B. Where children will be retained awaiting appropriate “official escort” and/or designated transportation.
- C. Provisions for emergency supervision when an “officially escorted” student is not picked up at the appropriate dismissal time.
- D. Location and presence of municipal crossing guards.

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 the form in the exhibit of this policy (5142-E1) indicating their requirements for dismissal procedures on the first day of school. 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 transported on a District provided or private bus.

The Board requires signed permission for a student to leave school unescorted at dismissal time including a signed statement acknowledging that the District shall incur no liability as a result of allowing the student to leave school unescorted.

STUDENT SAFETY (continued)**Elementary Dismissal Procedures** (continued)

All documented arrangements will be considered permanent for the entire school year unless parents/guardians alter arrangements upon prior written notification to the Chief School Administrator or designee. Parents who fail to return the form promptly shall receive a certified letter reminding them of their obligation to do so and may be contacted 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 on time to “officially escort” their child/children will be reported to the proper authorities. 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 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.

The Board will review the dismissal procedures annually.

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. Notices will be given if any adjustments to the calendar are made.
- 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.

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 and to update the district if a change in requested dismissal protocol is desired.

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

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 objectives in safety as required by state law.

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. (See 5113, "Absences and Excuses" as well as 5141.4, "Child Abuse").

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.

Possessions

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

Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The Chief School Administrator and/or the Principal 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. Administration 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. Administration shall determine whom 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 Administration shall inform the vendor. Notification may include, but is not limited to:

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

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, he/she shall immediately contact the local law enforcement agency or the County Prosecutor.

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

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

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

The Business Office staff shall provide 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 Chief School Administrator, 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.

When a student has been identified as a sex offender, appropriate 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 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.

Date: November 11, 1985
 Revised: April 24, 1989
 Revised: February 25, 2008
 Revised: June 29, 2009

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

<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
<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, students 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 (September 2002)

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

1250	Visitors
1410	Local units
3000/3010	Concepts and roles in business and non-instructional operations; goals/objectives
3516	Safety
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