

**CRANFORD PUBLIC SCHOOLS
CRANFORD, NEW JERSEY**

POLICY: SAFETY: PERSONAL AND POSSESSIONS

The board of education recognizes the safety of its pupils as a consideration of utmost importance. The Superintendent of Schools shall consult law enforcement agencies, health and social services providers, emergency management planners and other school and community resources in the development of plans, procedures and mechanisms for school safety. The Superintendent of Schools shall oversee development of a districtwide safety program with emphasis on accident prevention.

All school staff shall be provided with identification badges. Identification badges shall be considered a part of employee dress and must be worn whenever staff is present in the school building. It is the responsibility of all employees to update their identification pictures every (5) years.

The staff must maintain complete classroom and playground supervision during regular school hours. The Superintendent of Schools 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 of Schools 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.

The Superintendent of Schools 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.

No student shall leave the school before the end of the school day without permission of the principal or his/her designee. No student shall run errands on school business off the school property.

Supervision of Students During Dismissal

The supervision provisions of Policy 5142 are applicable to parents or legal guardians of pupils attending district-operated schools or programs in grades PK to 12 who are not eligible for district-provided transportation after dismissal or are eligible and elect not to use district-provided transportation after 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 of schools 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.

Supervision of Non-bused Students at Dismissal

GRADES PK-5: The board shall require that the parent/guardian notify the school in advance of any

arrangements for students requiring appropriate escort or designated transportation. The board requires signed permission for a student to be dismissed to walk home unescorted.

GRADES 6-12: The board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The board requires signed request to ensure the student is dismissed only with an escort.”

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon 30 days prior written notification to the superintendent of schools or designee.

Pupils shall be supervised by school staff after school dismissal to the location of the Board-approved after-school program. The staff member(s) of the after-school program will assume supervision of the pupil and will only release the pupil when the parent(s) or legal guardian(s) or designated escort arrives in the designated area in the after-school program.

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

The superintendent of schools or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The superintendent of schools 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 superintendent of schools 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 superintendent of schools 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 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 in grades kindergarten through nine 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 of schools is directed to provide an orientation program for those pupils 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, 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 of schools 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 of schools/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 of schools 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 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 PTC, PTA, 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 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 of schools 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.

This Policy shall be published in pupil/school handbooks. In addition, the school district shall provide to parent(s) or legal guardian(s) in the beginning of the school year, the school's calendar to include the

starting and dismissal times for full session, half-session, and early dismissal days due to weather or other emergencies. Parent(s) or legal guardian(s) shall be required to return to the school a signed acknowledgement of receipt of the pupil/school handbook, which shall include this Policy and the school calendar. In addition any changes to the school's calendar made during the school year shall also be provided to parents(s) or legal guardian(s).

Employers of work/study or cooperative education students are required to report to the subject coordinator if a student has not reported for work within one-half hour of the expected arrival time. K-8 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 his/her behalf. Students in grades 9-12 will be dismissed according to administrative procedures in place at Cranford High School.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the building principal of any change in the student's custody. If one parent/guardian has been awarded custody of the student in a divorce or legal separation, the other parent/guardian shall present to the principal a letter from the person who has legal custody 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.

Backpacks are a common and practical way for students to carry schoolbooks and supplies. However, backpacks that are too heavy or are worn incorrectly can cause problems for students. Improperly used backpacks may injure muscles and joints. For this reason suggestions will be provided to parents concerning appropriate types of backpacks for school use. Schools will promote an awareness of proper backpack use to its student population and to parents. Backpack use for K-8 students will be limited to transporting books before and after school and shall not be used during the school day. At the discretion of the Superintendent of Schools, students will be permitted to use rolling backpacks equipped with wheels, which are collapsible and are able to be stored in lockers.

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.

Other Reasons:

N.J.A.C. 6A:16-5.1 et seq. requires various measures to provide for the safety of all members of the school community, including the implementation of a student code of conduct, mechanisms for responding to school emergencies and crises, 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:16-6.1 et seq. requires policies and procedures to protect the school population through cooperation with law enforcement in various circumstances.

General gravity of the topic.

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. Voluntary fingerprinting;
- G. Early dismissal; precautions;
- H. Custody precautions;
- I. Megan's Law;

J. 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>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, 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.A.C.</u> 6:8-3.1	Curriculum and instruction
<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	Safety and Health Standards
<u>N.J.A.C.</u> 6A:19-10.1 <u>et seq.</u>	
<u>See particularly:</u> <u>N.J.A.C.</u> 6A:19-10.2	
<u>N.J.A.C.</u> 6A:24-6.1(a)2	<i>Implementation of required programs in secondary schools</i>
<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

Possible

<u>Cross References:</u>	*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

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