

ALLOWAY TOWNSHIP SCHOOL DISTRICT
Alloway, New Jersey

FILE CODE: 1410

 X **Monitored**

 X **Mandated**

 X **Other Reasons**

Regulation

LOCAL UNITS

GENERAL STATEMENT

The Alloway Township School District shall foster with its community of parents a sense of wellbeing and confidence that each child is valued and will be protected from any form of threat or danger to their safety and wellbeing. Ensuring the safety and wellbeing of the students and staff requires cooperation between the district school and community agencies. The chief school administrator shall establish positive working relationships with community agencies, including but not limited to, police authorities, fire departments, Division of Child Protection and Permanency, emergency room and/or squad, other school districts, and all other agencies providing services to district students.

STAFF RESPONSIBLE

The following chart lists the staff members responsible for the implementation of the regulation and summarizes their responsibilities:

Position	Summary of Main Responsibilities
Chief School Administrator	<ul style="list-style-type: none">• General policy and procedure oversight within the district• Development and implementation of the Memorandum of Agreement for the school district• Designation of the liaison(s)• Contacting and being the liaison with law enforcement, local fire departments, DCP&P, EMS and other school districts• Maintain contact information for police, EMS, fire department, DCP&P
Building principal	<ul style="list-style-type: none">• General procedure oversight within the school• Development and implementation of the Memorandum of Agreement for the school• Contacting and being the liaison with law enforcement, local fire departments, DCP&P, EMS and other school districts• Maintain contact information for police, EMS, fire department, DCP&P• Contact parents/guardians or emergency contact as appropriate
School Nurse	<ul style="list-style-type: none">• Respond to any illness and injury• Determine if EMS shall be called and designate a staff member to make the call• Maintain emergency contact information of staff and students• Maintain contact information for police, EMS, fire department, DCP&P
Policy & Personnel Committee	<ul style="list-style-type: none">• Recommend to the Superintendent of Schools the mandated tasks specific to drug and alcohol abuse, which are appropriately assigned to designated staff members with rationale for each recommendation.

LOCAL UNITS (regulation continued)**PROCEDURES**Law Enforcement Liaison

A. The chief school administrator designates as a liaison to the county prosecutor's office and to the local law enforcement agency may appoint the:

1. Principal;
2. Vice-principal;
3. School safety specialist;
4. School social worker;
5. Student assistance coordinator;
6. Guidance counselor; or
7. Other staff member.

B. The roles and functions of the(se) liaisons are to:

1. Facilitate communication and cooperation;
2. Identify issues or problems that arise in the implementation of this Agreement and facilitate the resolution of any such problems;
3. Act as the primary contact person between the school and the affected law enforcement agencies;
4. Act together in developing joint training and other cooperative efforts, including information exchanges and joint speaking engagements;
5. Coordinate drug and alcohol abuse and violence intervention and prevention efforts; and
6. Consult on the review of school safety and security plans, pursuant to N.J.A.C. 6A:16-5.1, and the review of approved model policies of the School Security Task Force.

Local Law Enforcement and Memorandum of Agreement

The chief school administrator and each building principal shall establish an ongoing and cooperative relationship with the local law enforcement authority for the school.

The chief school administrator and each building principal shall ensure that emergency contact information for the local law enforcement, the local fire department, emergency medical services (EMS) and the Division of Child Protection and Permanence (DCP&P) is maintained in each building office, updated annually and accessible in the event of an emergency.

Cooperation will include establishing a Memorandum of Agreement as required by law and the annual review of the agreement.

Annual Review Process for the Memorandum of Agreement

The chief school administrator and appropriate law enforcement officials shall annually review the Memorandum of Agreement (MOA) and revise the agreement as necessary. The annual review shall include the following:

- A. Discussion regarding the implementation of and the need for revising the MOA; and
- B. Review the effectiveness of the policies and procedures adopted by the board of education and implemented by the school district in accordance with the requirements in N.J.A.C. 6A:16-6 Law Enforcement Operations for Alcohol, Other Drugs, Weapons and Safety. Board policies for review and discussion shall include:
 1. 5131.5 Violence and Vandalism
 2. 5131.6 Drugs, Alcohol and Steroids;
 3. 5131.7 Weapons and Dangerous Instruments;
 4. 5145.11 Questioning and Apprehension;

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5. 5145.12 Search and Seizure;
6. 6114 Emergency and Disaster Preparedness.

The annual review shall include input from the executive county superintendent, community members (which may include board of education members) and meeting(s) with the county prosecutor and the law enforcement officials designated by the county prosecutor (see primary resource 1 MOA).

Signatures and Copies of the Memorandum of Agreement

The Memorandum of Agreement shall be approved by the following school and law enforcement officials:

1. President of the board of education;
2. Chief school administrator;
3. Chief(s) of the local law enforcement or the station commander(s), as appropriate;
4. Executive county superintendent; and
5. County prosecutor.

Fire Department

- A. Members of the local fire department play a vital role in the school safety program. It shall be the responsibility of the chief school administrator and each building principal to:
 1. Establish and maintain relationships with the local fire department;
 2. Work with his/her faculty staff and the local fire department in determining the nature and timing of the fire department's participation in the school program;
 3. Coordinate and supervise the planned activities and required drills.
- B. Annually, between July 1 and the opening of school for the upcoming school year, the building principal is directed to seek the advice and cooperation of the local fire department(s) in the following matters:
 1. The planning and conduct of one fire drill and one school security drill each month prior to June 1 each year (N.J.S.A. 18A:41-1);
 2. The discussion shall focus on the individual procedures for each school in responding to fire and security drills as set forth in the "School Security Drill Checklist" (see primary resource 2) and the "Guide for Developing High-Quality School Emergency Operations Plans" (see primary resource 3).
 3. The development, in compliance with the New Jersey Student Learning Standards for Health and Physical Education, Standard 2.1, Strand D of regular courses of instruction in accident and fire prevention that are adapted to the understanding of the grades and classes (N.J.S.A. 18A:6-2);
 4. First aid, especially in fire related incidents;
 5. Steps needed to conform to all state and local fire codes;
 6. Each fire department shall be advised of any changes in the structural layout of the school, construction or remediation projects; and/or changes in use or application of the facility so as to assist in the fire department's planned activities and required drills;
 7. The meeting shall result in the revision or additions to the school's emergency preparedness plan, which shall be submitted to the chief school administrator, who shall confidentially present each school's plan to the board of education for adoption.

Division of Child Protection and Permanency

Annually, the chief school administrator/designee shall attend a meeting with the local branch of the Division of Child Protection and Permanency ("DCP&P") and the Office of Adolescent Services ("OAS") to review procedures to ensure the safety, permanency, and well-being of the children and families of the district. The agenda of the meeting shall include, but not be limited to the following:

- A. Changes/revisions to reporting procedures and contact information;
- B. Standard investigatory steps and anticipated timelines;

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- C. Coordination of services to children and families of the district;
- D. The sharing of resources and provision of coordinated services to students who have been removed from their general education by DCP&P and are transitioning back into the district;
- E. Consultation with the Institutional Abuse Investigation Unit to determine needs of that unit and ways in which the district can assist in the investigation.

(See board policies and procedures 5141.6 Child Abuse and Neglect and 5142 Student Safety for district reporting obligations.)

Emergency Medical Services

- A. The school nurse shall maintain accurate documentation of the emergency contact information for each student. This documentation shall be updated annually;
- B. The school nurse shall keep an accurate and accessible record of local emergency medical services, DCP&P, police and fire department contact information;
- C. All accidents and injuries shall be reported to the school nurse. The school nurse shall be responsible for examining all reported accidents and injuries according to board policies and procedures 5141.1 Accidents and 5141.2 Illness;
- D. Annually, the school nurse shall meet with the local health department to discuss any existing or anticipated outbreaks of communicable diseases and the coordinated response to same. The attendees shall also consider the coordination of immunization services and the coordinated distribution of appropriate health information to students and parents via flyers and speakers or other means, and the required reporting of communicable diseases.
- E. The school nurse shall also be responsible for maintaining contact with emergency responders to facilitate services and communication in the event of an emergency.

Emergency Medical Services

The chief school administrator shall oversee the annual review of state departments and agencies that are currently providing, or are anticipated to provide, services to students enrolled within the district. Such review shall result in the identification of associated departments or agencies and in outreach to each department or agency to consult in the coordination of services in the case of an emergency or crisis situation and resources available to affected students.

Adopted:
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