

# Gloucester County Vocational-Technical School District



## 2023-2024 Comprehensive Safety and Security Plan

### District Safety and Security Committee:

Michael Dicken, Superintendent  
Brian Shakespeare, Assistant Superintendent  
Karen D'Orazio, Director of Clinical Services/Voc. Sp. Ed.  
Officer Jill Manson, School Resource Officer  
Officer Ed Seibert, School Resource Officer  
Officer Charlie Rudolph, School Resource Officer  
James Dundee, GCIT Principal, School Safety Officer  
James Battaglia, Facilities Manager

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## Introduction

The Board of Education and the district's superintendent recognize their responsibility to provide students and staff with a safe, secure, supportive, and disciplined learning environment. In keeping with this responsibility a comprehensive Safety and Security plan has been developed. The Gloucester County Institute of Technology (GCIT) continues to revise, develop, and implement the safety and security plans, procedures, and mechanisms in consultation with law enforcement, health, social service, emergency management agencies, and other community members in accordance with N.J.A.C. 6A:16-5.1 et seq. The district has disseminated the applicable sections of the school safety plan to all school employees. The District has developed and provided training to all district employees, as appropriate, to enable them to recognize and appropriately respond to safety and security concerns.

This Comprehensive Safety and Security Plan is comprised of two parts. Part One is the School District Safety Plan. This district wide safety plan considers policy development and program implementation, physical environment of the district, policy development, program implementation, district curriculum, prevention programs and services, as well as intervention programs and services are included here. Part Two is the Emergency Crisis Management Plan. This plan focuses on assuring that the school community is fully organized and equipped to respond during a sudden loss event or other tragedy. It concentrates on the protection of the health, safety, and welfare of the school population, and supportive services for students.

Over the last twelve months, several updated or new documents have been released to the education and law enforcement communities. The New Jersey Department of Education (NJDOE) updated and released its publication, *School Safety and Security Manual Best Practices Guideline; New Jersey School Safety Task Force and Recommendations (2015)*. We have provided a Virtual Toolkit for Readiness and Emergency Management for Schools and a School Safety Officer.

These Model School Policies have been modified to serve the Gloucester County Institute of Technology and are the foundation of the district's "*Guide to Emergency Response Procedures*". The NJDOE's *School Administrator Procedures: Responding to Critical Incidents*, defines the respective roles and responsibilities of school authorities and law enforcement personnel in planning for and responding to crisis situations in school settings. The *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials (MOA)*, reinforces the Model Policies by describing responsibilities and interactions between educators and law enforcement officials in emergency situations affecting schools.

Both the Health and Safety Components and the Emergency Crisis Management Plan of the district's Comprehensive School Safety and Security Plan are reviewed periodically and updated on an as-needed basis.

# **PART ONE**

## **GCIT SCHOOL SAFETY PLAN**

## Physical Environment:

GCIT is located in central Gloucester County along Route 55 in Sewell, NJ. It is part of then Gloucester County Educational Campus, which also consists of Gloucester County Special Services School District, and Rowan College of South Jersey at Gloucester County. It is comprised of over 32 acres of educational facilities, athletic fields, administrative and support structures. It provides programming for over 1750 students and attracts a vast amount of visitors per year. Site safety is the responsibility of the building Principal and Facilities Manager. The building Principal and Facilities Manager serve as the facilitators of the Safety Planning Committee which focuses on the overall performance and expectations set forth in this plan. This committee meets four times per year and participates in the review and analysis of health and safety reports, safety inspection reports, risk management initiatives, nurse's accidents reports, worker compensation reports, maintenance reports, transportation safety reports, and in planning district health and safety training. This training also transpires in conjunction with Human Resources Annual Employee Orientation.

On a monthly basis the district superintendent advises the Board of Education of incidents involving emergency vehicles on campus, incidents of violence and vandalism, worker compensation claims, nurse's accident reports, and any other health and safety concerns. Assessments of educational facilities are performed monthly using 7.6 indicator, evaluation of school buildings, and a locally developed checklist to insure the safe and effective operation of major systems of HVAC, mechanical, plumbing, electrical, structural, and grounds. The district has developed and implemented policies to support the safe operation of our facilities including:

7100	Long-Range Facilities Planning
7130	School Closing
7243	Supervision of Construction
7410	Maintenance and Repair
7420	Hygienic Management
7421	Indoor Air Quality Standards
7422	School Integrated Pest Management Plan
7432	Eye Protection
7433	Hazardous Substances
7434	Smoking in School Buildings and on School Grounds
7435	Alcoholic Beverages on School Grounds
7436	Drug Free Workplace
7440	School District Security
7441	Electronic Surveillance in School Buildings and on School Grounds
7450	Property Inventory
7480	Motor Vehicles on School Property
7490	Animals on School Property
7510	Use of School Facilities
7520	Loan of School Equipment
7610	Vandalism

*The New Jersey Safe Schools Manual* provides self-inspection checklists covering environmental, health and safety regulations for secondary occupational and career orientation programs in NJ public schools. This is utilized to assist the district in meeting regulatory requirements such as vocational safety, equipment and material handling, and occupational injury and illness prevention. Compliance with Right-To Know and PE-OSHA are monitored by building Principals and Facilities Managers.

Physical plant security is maintained through access control, natural surveillance, electronic surveillance, territorial reinforcement, and overall vigilance. During school hours, access is limited to two main pedestrian portals. Visitors are required to utilize the Lobby Guard visitor management system and are issued a badge upon admittance. This badge is required to be prominently displayed for identification by school staff and students. Faculty and staff are required to display on their person a badge identifying them as such. School personnel monitor all doors leading to the exterior of the school building that provide access during the school day. The U.S. Department of Homeland Security provided a vulnerability and risk assessment study (2007) to assist and direct district personnel with awareness and the minimization of potential risk.

Procedures to address safety and health issues are included in the district's employee handbook and student parent handbooks. Pursuant to N.J.A.C. 6A:16-5.2; N.J.A.C. 6A:16-1.4; N.J.A.C. 6A:16-4 the district is prepared to provide prompt and appropriate medical attention for students, staff members, and visitors who are injured or become ill on school premises or at school sponsored events. Plans for evaluation, immediate intervention, and the referral of ill or injured students, staff, and visitors have been established as district procedures in the School Doctor's Standing Orders. These orders are reviewed by the district doctor and clinical staff annually before Board of Education review and approval.

## **Policy Development and Program Implementation:**

Safe Schools are orderly and purposeful places where students and staff are free to learn and teach without the threat of physical and psychological harm. Gloucester County Institute of Technology promotes educationally and psychologically healthy environments for all children and youth. The district recognizes that there are comprehensive broad based factors directly related to a safe school environment such as school facility, school programs, staff, and the community. GCIT further recognizes that safe school practices make major contributions to academic and school improvement efforts.

Although keeping children safe requires a community wide effort, schools are an important piece of the undertaking to this end. GCIT's efforts illustrated below broaden the safety planning and incorporate an expansive array of strategies and programs in the school safety plan. These strategies are implemented through the following district policies:

2361	Acceptable Use of Computer Networks/Computers and Resources
2363	Pupil Use of Privately-Owned Technology
2411	Guidance Counseling
2414	Programs and Services for Pupils in High Poverty and in High Need School Districts
2415	Every Student Succeeds Act
2416	Programs for Pregnant Pupils
2417	Pupil Intervention and Referral Services
2419	School Threat Assessment Team
2421	Career and Technical Education
2422	Comprehensive Health and Physical Education
2431.3	Heat Participation Policy for Student-Athlete Safety
2431.4	Prevention and Treatment of Sports-Related Concussions and Head Injuries
2560	Live Animals in School
3218	Use, Possession, or Distribution of Substances
3270	Professional Responsibilities
3280	Liability for Pupil Welfare
3281	Inappropriate Staff Conduct
3281.1	Staff and Communication with Students
3282	Use of Social Networking Sites
3283	Electronic Communications Between Teaching Staff Members and Students
3321	Acceptable Use of Computer Network(s)/Computers and Resources by Teaching Staff Members
3351	Healthy Workplace Environment
3362	Sexual Harassment
4159	Support Staff Member/School District Reporting Responsibilities
4218	Use, Possession, or Distribution of Substances
4219	Commercial Driver's License Controlled Substance and Alcohol Use Testing
5200	Attendance
5300	Automated External Defibrillators (AEDS)
5305	Health Services Personnel
5307	Nursing Services Plan
5310	Health Services
5320	Immunization
5330	Administration of Medication
5330.01	Administration of Medical Cannabis
5331	Management of Life-Threatening Allergies in Schools
5332	Do Not Resuscitate Orders
5337	Service Animals

## Policy Development and Program Implementation (Continued)

5338	Diabetes Management
5350	Pupil Suicide Prevention
5500	Expectations for Pupil Conduct
5511	Dress and Grooming
5512	Harassment, Intimidation, and Bullying
5513	Care of School Property
5514	Pupil Use of Vehicles on School Grounds
5516	Use of Electronic Communication and Recording Devices (ECRD)
5516.01	Student Tracking Devices
5517	School District Issued Identification Cards
5520	Disorder and Demonstration
5530	Substance Abuse
5533	Pupil Smoking
5535	Passive Breath Alcohol Sensor Device
5550	Disaffected Pupils
5560	Disruptive Pupils
5570	Sportsmanship
5600	Pupil Discipline/Code of Conduct
5611	Removal of Pupils for Firearms Offenses
5612	Assaults on District Board of Education Members or Employees
5613	Removal of Pupils for Assaults with Weapons Offenses
5615	Suspected Gang Activity
5700	Pupil Rights
5751	Sexual Harassment of Students
5755	Equity in Educational Programs and Services
5841	Secret Societies
5850	Social Events and Class Trips
8420	Emergency and Crisis Situations
8431	Preparedness for Toxic Hazard
8441	Care of Injured and Ill Persons
8442	Reporting Accidents
8451	Control of Communicable Disease
8453	HIV/AIDS
8461	Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses
8462	Reporting Potentially Missing or Abused Children
8465	Hate Crimes and Bias-Related Acts
8467	Weapons
8468	Crisis Prevention
8470	Response to Concerted Job Action
8506	School Lunch Program Biosecurity Plan
8630	Bus Driver/Bus Aide Responsibility
8635	Pupil Transportation Vehicles and School Buses
8660	Transportation by Private Vehicle
8670	Transportation of Special Needs Students
9150	School Visitors
9160	Public Attendance at School Events



## **Policy Development and Program Implementation (Continued)**

9161	Crowd Control
9180	School Volunteers
9260	Parental Liability for Vandalism
9320	Cooperation with Law Enforcement Agencies
9323	Notification of Juvenile Offender Case Disposition
9324	Sex Offender Registration and Notification
9400	Media Relations
9500	Cooperation with Educational Agencies

These policies serve as the foundation of a culture of caring, respect and responsibility and are aligned with N.J.A.C.6A:16-5.1. They are also aligned with procedures in the student-parent handbook which can be accessed on the district website: [www.gcit.org](http://www.gcit.org). A clearly defined student code of conduct assists in maintaining this culture. The district's student management and curriculum committee, directed by the Assistant Superintendent, meets quarterly to monitor the educational environment and review instructional programs, including the student code of conduct.

### **District Curriculum:**

Another strategy for maintaining a safe and disciplined school environment is to provide classroom instruction in violence, safety, and related life skills and health information through the New Jersey Core Curriculum Content Standards. Positive pupil interpersonal relations are fostered by teaching social-personal skills, encouraging pupils to feel comfortable assisting others to get help when needed and teaching pupils alternative, socially appropriate replacement responses to violence, including, but not limited to problem solving and anger management skills.

### **Prevention Programs and Services:**

Social and emotional learning are at the heart of a student's academic, personal, social, and civic development. This type of learning enables individuals to recognize and manage emotions, develop caring and concern for others, make responsible decisions, establish and maintain positive relationships, and effectively respond to challenging situations. The district has a full range of support and clinical programs to social and emotional well-being and to meet the needs of our student population. They include:

- Individual Counseling
- Group Counseling
- Certified Alcohol and Drug Counselor Services
- Substance Awareness Coordinator Services
- Red Ribbon Week Activities
- Guest Speakers and Assemblies
- SRO Program
- Peer Mediation
- Bystander Intervention Training
- County-Wide SURE (Students United for Respect and Equity) Committee
- Bullying Prevention
- Conflict Resolution
- Character Education
- Diversity, Equity, and Inclusion Activities and Training
- Social Skills Instruction
- Home/School Liaison Program

School Based Youth Services Program  
Staff Development (including Crisis Intervention Training, Emergency Response Procedures)  
Social Emotional Learning Training/Programming

### **Intervention Programs and Services:**

The District provides various opportunities for staff to learn to recognize early and imminent warning signs of violence and to provide them with a continuum of resources to address those situations. The district Crisis Intervention training and handbook assists professionals in maintaining a safe and orderly environment. The district threat assessment procedure serves as a guide to intervention when circumstances compromise a safe environment.

Constantly evolving social conditions and changing educational needs that can emerge with these changes can pose dramatic obstacles to student achievement and precipitate hazardous behaviors. The district has adopted the standards for Intervention and Referral Services, N.J.A.C. 6A:16-7 to insure that schools have proactive mechanisms for addressing at-risk student behavior. The regulations provide direction in formulation of a coordinated system, using a multidisciplinary team approach in each school building, for addressing the full range of student learning, behavior and health difficulties and for assisting staff who may have difficulties in addressing students' problems. In accordance with the Intervention and Referral Plan, appropriate staff members may make referrals to recognized community based social and health provider agencies identified in this plan. These agencies include:

- Jefferson Health New Jersey
- DCP&P
- CART
- Juvenile Justice Department
- Gloucester County Sheriff's Office
- Gloucester County Prosecutors Office
- Deptford Township Police Department
- Emergency Screening Services for Gloucester County

**PART TWO**

**SCHOOL EMERGENCY AND CRISIS  
MANAGEMENT PLANNING**

## **Response:**

It is the policy and practice of the Gloucester County Institute of Technology to enable school administrators and/or their designee(s), based upon their authority and responsibility, to take immediate action in response to an identified (predetermined) crisis situation prior to the emergency responder's arrival. In compliance with N.J.A.C. 6A:16-5.1 GCIT has developed and implemented procedures aligned with the *Five Model School Security Policies* distributed to law enforcement agencies through the county prosecutor's office under the Attorney General's Law Enforcement Directive No. 2007-1. Developed by the District Safety and Security Committee, GCIT's *Guide to Emergency Response Procedures* defines appropriate responses for administrators, staff, and students in the event of a critical incident. These procedures refer to specific positions and their roles. Pursuant to N.J.A.C. 6A:16-5.1, all district employees have received training and exposure to the specific exercises outlined in the *Guide to Emergency Response Procedures*

To enhance collaboration and coordination, key emergency responders assist in the staff training, exercises, and drills. This collaboration and coordination with local responders help with the implementation of effective protocols, efficient communication, and is aligned with the *Uniform State Memorandum of Agreement between Education and Law Enforcement Officials* (MOA). The MOA is approved by the Board of Education annually and includes a "live streaming" of video surveillance to local law enforcement.

Although the actions described in the *Guide to Emergency Response Procedures* address the critical areas of school building evacuations, school building lockdowns, bomb threats, active shooter response and public information, district administrators can utilize the district's *The Crisis Management Manual* to manage critical situations other than those addressed in the *Guide to Emergency Response Procedures*. Protocols and procedures outlined in the *Crisis Management Manual* are aligned with the NJ DOE *School Safety and Security Manual Best Practices Guidelines*.

All staff possess the *Guide to Emergency Response Procedures* and district administrators have *The Crisis Management Manual*.

### **Recovery/Postvention/Reunification**

GCIT participates in the Gloucester County Educational Campus Reunification Program.

The GCIT recognizes that providing follow-up with staff and students after a crisis is critical to maintaining order in the schools and helping members of the school community move beyond the crisis. School, district, county, and state-based response teams have been established for planning and implementing recovery/postvention activities. These activities, functions include facilitating the grieving process for staff and students, providing accurate information to school staff and community members, developing classroom materials for discussions and activities, intervening with at-risk students, scheduling follow up events with parents and community, evaluation response efforts and recommending improvements. The goal of these activities is to address the aftermath of an emergency or crisis with the provision of support, control, and structure to stabilize a situation until it can return to its pre-crisis state. The following grids define the levels of, composition, and roles of the recovery teams:

## Level of Teams/Levels of Crises

Level I – School Team Response	Examples: Death of student’s or staff’s family member. A lingering illness. Loss from separation or divorce. High media profile state or natural disaster.
Level II – District Team Response	Examples: Death of student or staff member after prolonged illness. Community disaster.
Level III – District/County/Community Team Response (Consult and determine level of intervention)	Examples: Sudden unexpected death of student or staff member. Homicide, suicide. Drunken driving accidents resulting in death.
Level IV – State Team Response	Examples: Multiple deaths, high media profile crisis directly involving the school. Homicide, suicide. Violence on school property.

Team	Membership	Role
School Team	Administrators, nurse, counselors, teachers	Convene school crisis team to review school district’s procedures and assign responsibilities. Develop written school crisis plan. Compile crisis information packets and assemble emergency supplies.
District Team	Administrators, nurse, CST, counselors, teachers, parents, school board members	Establish District’s policies and response plan. Maintain liaison with County Team. Coordinate special assignment of school personnel in a crisis. Facilitate the sharing of staff and resources among schools. Inform and educate school personnel and students.
County Team	County Superintendent Office, mental health specialist, County Counseling Team*	Develop a county response plan. Consultation with District Team. Mobilize community resources. Coordinate training for school/district and community teams. Disseminate information.
Community Team	Mental Health Administrator CMHC-ES, Director Service organizations members Private practitioners Clergy	Mobilize community resources. Provide counseling and mental health services.

\*County Counseling Team  
Four teams of four:

- One elementary school personnel
- One middle school level personnel
- Two high school level personnel

Personnel includes: school psychologists, social workers, guidance counselors, SAC

The following Documents are supplements to the Comprehensive School Safety and Security Plan:

District Policy Manual  
Gloucester County Educational Campus Emergency Operations Manual  
Guide to Emergency Response Procedures  
District Professional Development Plan  
District Crisis Intervention Team Handbook  
Uniform State Memorandum of Agreement  
Student/Parent Handbooks  
Employee Handbook  
District website: [www.gcit.org](http://www.gcit.org)

The following resources were utilized in the development and implementation of this plan:

NJDOE School Administrator Procedures: Responding to Critical Incidents  
NJDOE Safe Schools Manual  
NJDOE Guide for the development of a District-wide School Safety Plan  
U.S. Department of Homeland Security Vulnerability and Risk Assessment Study (2007)

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