

Policy

STUDENT SAFETY

The Chester 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 districtwide 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 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, 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 students on or around school property. The board shall adopt the necessary regulations governing supervision of student safety.

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

The curriculum shall include courses in safety as required by state law. In development of courses, the safety of participating students shall be a primary consideration.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the chief school administrator of any change in the student's custody. If one parent/guardian has been awarded custody of the student 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

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 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 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; and
- D. Location and presence of municipal crossing guards.

The board will review the dismissal procedures annually.

Supervision of Non-bused 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. The board requires signed permission for Grades 3-8 students to be dismissed to walk home unescorted. Please see Policy 5142.2 and Regulation 5142.2r.

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 who 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.

Students Walking to School

The Board of Education strongly discourages students from walking to school unescorted. The Board of Education regards walking to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. The Board of Education assumes no liability for injuries occurring outside school property.

The Board of Education strongly recommends that students and their parents follow recommended walking safety guidelines and always use their common sense and good judgment. If crossing guards are available, students and parents should cross where crossing guards are located. Students should use crosswalks. A crosswalk is an extension of the road, sidewalk, curb or edge of the shoulder at an intersection. Crosswalks may be either marked with painted stripes or unmarked. School employees and parents/caregivers are role models for children, and older children should be models for younger children. Role models have a responsibility to follow the laws and rules for safe walking and driving to ensure the safety of all road users - pedestrians, bicyclists, and motorists.

The Board of Education expects parents and guardians to make students aware of these rules and conditions and the safety reasons supporting them:

1. Walking
 - a. If there is a crosswalk, use it. (N.J. state law Title 39:4-36)
 - b. Before crossing, look left, right, and left again to make sure the road is clear.
 - c. Continue looking while you cross and listen for traffic.
 - d. Do not cross the street from between parked cars.
 - e. If you are walking at dawn, dusk or after dark, wear light-colored or reflective clothing.

The Board of Education prohibits the use, operation, or storage of all wheeled or motorized transport on school property at any time when school is in session. This includes the period before school begins, the duration of the school day, and during any school-sponsored after-school activities (Please see the 'Manual Bicycle' section below for conditional allowance for riding a manual bicycle to and from school in Grades 3-5)

Prohibited methods of transport include, but are not limited to:

1. Bicycles: All manual, electric (e-bikes), or motorized bicycles.
 - a. Please see the 'Manual Bicycle' section below for conditional allowance for riding a manual bicycle to and from school in Grades 3-5
2. Scooters: Manual kick-scooters, electric scooters, and motorized variations.
3. Boards: Skateboards, longboards, electric boards, and self-balancing hoverboards.
4. Skates: Rollerblades, inline skates, and wheeled footwear.
5. Other Conveyances: Any other personal wheeled equipment or motorized transport.

Students are strictly prohibited from bringing these items onto school grounds on any day school is in session. The District does not provide facilities for the securement or storage of such equipment other than for those approved in Grades 3-5 who meet the conditions below. The Board of Education assumes no responsibility for the loss, theft, or damage of any such items brought onto school property in violation of this policy.

Manual Bicycles (Grades 3-5)

Students attending a district-operated school or program in Grades 3-5 who request to ride their bike to and from school must submit a bike authorization/permission form (see page 9) to building

administration and adhere to the following:

The Board of Education expects parents and guardians to make students aware of these rules and conditions and the safety reasons supporting them. Students should follow state law and safety guidelines for bicyclists:

1. According to N.J. state law, anyone under 17 that rides a bicycle must wear a helmet at all times (N.J. state law Title 39:4-10.1). Any student without a helmet will have their bicycle confiscated by the Building Administrator until a parent or guardian picks it up. Noncompliance with this rule will result in disciplinary action.
2. In New Jersey, bicycles are defined as vehicles under the state motor vehicle code contained in NJSA Title 39:4. Parents and students should be aware of these state bicycling laws and follow them at all times. Riders must follow the rules of the road, including but not limited to:
 - a. Obeying all traffic lights and signals (N.J. state law Title 39:4-14.1, 39:4- 14.2, 39:4-10.11),
 - b. Using hand signals before making turns,
 - c. Only one rider per seat – never let a friend ride on the handlebars or wheel pegs (N.J. state law Title 39:4-12),
 - d. Stopping and looking left, right, then left again before leaving driveways or entering any street,
 - e. Riding with traffic (N.J. state law Title 39:4-14.2, 39:4-10.11). Don't ride too close to parked cars – doors can open suddenly,
 - f. Riding where drivers can see you and don't swerve between cars,
 - g. Equipping the bicycle with a bell or other audible device that can be heard at least 100 feet away, but not a siren or whistle (N.J. state law Title 39:4- 11), and
 - h. If you must ride at dawn, dusk or after dark, use headlights and tail lights – white in the front and red in back (N.J. state law Title 39:4-10)
3. Bicycles ridden to school should be roadworthy and regularly maintained. Students should test tires for air before riding and make sure brakes work (N.J. state law Title 39:4-11.1).

While at school, students must comply with these rules:

4. Bicycles may not be ridden on school grounds during arrival and dismissal or any school-sponsored events; they must be walked to the bike racks, and stored.
5. Bicycles must be parked in the bike racks. Students must bring and use bicycle locks.
6. Helmets must be stored in locker, backpack or attached to bicycle.
7. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

The School District/Board or its subsidiaries are not liable for any equipment or property damage.

Voluntary Fingerprinting Program

The board of education shall provide a voluntary fingerprinting program for the protection of its students. 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 students 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 chief school administrator is directed to provide an orientation program for those students 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 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 student into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the student 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.

Megan's Law

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. 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 chief school administrator or his or her designee 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, which 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 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 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

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.

Bicycle Authorization/Permission Form Grades 3-5

**CONSENT, RELEASE, WAIVER, HOLD HARMLESS, AND LIABILITY AND
ACKNOWLEDGEMENT OF RISK AGREEMENT
THIS IS A LEGAL DOCUMENT, PLEASE READ IT CAREFULLY BEFORE SIGNING**

School Name: _____

School Year: _____

Student Name: _____

Student Grade: _____

Home Address: _____

The District regards the riding of bicycles to school by students as an assumption of responsibility by students and their parents – a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others. The District assumes no liability for injuries occurring outside school property.

The District strongly recommends that students and their parents follow recommended bicycling safety guidelines and always use their common sense and good judgment. School employees and parents/caregivers are role models for all children, and older children should be models for younger children. Role models have a responsibility to follow the laws and rules for safe walking, bicycling and driving to ensure the safety of all road users (pedestrians, bicyclists, and motorists). All students under 17 must wear a helmet when riding a bicycle. All bicyclists, including employees and parents/caregivers should wear a properly fitted helmet when riding.

Students in Grades 3-5 who ride bicycles to and from school must have written consent from a parent or legal guardian and agree to the conditions listed below. The District expects parents and guardians to make students aware of these rules and conditions and the safety reasons supporting them. Students should follow state law and safety guidelines for bicyclists:

According to N.J. state law, anyone under 17 that rides a bicycle must wear a helmet at all times (N.J. state law Title 39:4-10.1). Any student without a helmet will have their bicycle confiscated by the Building Administrator until a parent or guardian picks it up. Noncompliance with this rule will result in disciplinary action.

8. In New Jersey, bicycles are defined as vehicles under the state motor vehicle code contained in NJSA Title 39:4. Parents and students should be aware of these state bicycling laws and follow them at all times. Riders must follow the rules of the road, including but not limited to:
 - a. Obeying all traffic lights and signals (N.J. state law Title 39:4-14.1, 39:4- 14.2, 39:4-10.11),
 - b. Using hand signals before making turns,

- c. Only one rider per seat – never let a friend ride on the handlebars or wheel pegs (N.J. state law Title 39:4-12),
 - d. Stopping and looking left, right, then left again before leaving driveways or entering any street,
 - e. Riding with traffic (N.J. state law Title 39:4-14.2, 39:4-10.11). Don't ride too close to parked cars – doors can open suddenly,
 - f. Riding where drivers can see you and don't swerve between cars,
 - g. Equipping the bicycle with a bell or other audible device that can be heard at least 100 feet away, but not a siren or whistle (N.J. state law Title 39:4- 11), and
 - h. If you must ride at dawn, dusk or after dark, use headlights and tail lights – white in the front and red in back (N.J. state law Title 39:4-10)
9. Bicycles ridden to school should be roadworthy and regularly maintained. Students should test tires for air before riding and make sure brakes work (N.J. state law Title 39:4-11.1).

While at school, students must comply with these rules:

- 10. Bicycles may not be ridden on school grounds during arrival and dismissal or any school-sponsored events; they must be walked to the bike racks and stored.
- 11. Bicycles must be parked in the bike racks. Students must bring and use bicycle locks.
- 12. Helmets must be stored in locker, backpack or attached to bicycle.
- 13. Students are not to interfere with any bikes, helmets or other equipment (steal, unlock quick releases, bounce helmets, etc.).

The School District/Board or its subsidiaries are not liable for any equipment or property damage.

I _____ read and understood this policy 5142 and 5142.2 and give our permission for our child (named above) to ride his/her bicycle to school and understand our obligations under New Jersey's Bicycle Helmet Law.

Name of Parent or Guardian

Signature of Parent or Guardian

Date

NJSBA Review/Update: November 2008, August 2016, March 2026, April 2026
 Adopted: April 27, 2009; May 27, 2026
 Revised: May 28 2013,

Key Words

Student Safety, Safety, Student Safety

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, students 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 Subcode
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
See particularly:
N.J.A.C. 6A:16-2.1, -5.1, -5.2, -5.5, -5.6, -5.7, -6.1, -6.2, -6.3, -6.4, -6.5
N.J.A.C. 6A:19-6.1 et seq. Safety and Health Standards
See particularly:
N.J.A.C. 6A:19-6.5
N.J.A.C. 6A:26-12.1 et seq. Operation and Maintenance of Facilities
See particularly:

N.J.A.C. 6A:26-12.2, -12.5
N.J.A.C. 6A:27-11.1 et seq. Safety

Jerkins v. Anderson, 191 N.J. 285 (June 14, 2007)

Possible

Cross References:

	*1250	Visitors
	*1410	Local units
	*3000/3010	Concepts and roles in business and noninstructional
operations		
	*3516	Safety
	3530	Insurance management
	*3541.33	Transportation safety
	*4112.4/4212.4	Employee health
	*4131/4131.1	Staff development; inservice
education/visitations/conferences		
	*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	Harassment, intimidation and bullying
	*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
	*5141.8	Sports related concussion and head injury
	*5141.21	Administering medication
	*5145.12	Search and seizure
	*6114	Emergencies and disaster preparedness
	*6142.12	Career education

*Indicates policy is included in the Critical Policy Reference Manual.