

**Regulation**

LOCAL UNITS

**GENERAL STATEMENT**

The board of education 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 schools 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"> <li>• General policy and procedure oversight within the district</li> <li>• Development and implementation of the Memorandum of Agreement for the school district</li> <li>• Designation of the liaison(s)</li> <li>• Contacting and being the liaison with law enforcement, local fire departments, DCP&amp;P, EMS and other school districts</li> <li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li> <li>• Maintain emergency contact information of staff</li> </ul>
Building principal	<ul style="list-style-type: none"> <li>• General procedure oversight within the school</li> <li>• Development and implementation of the Memorandum of Agreement for the school</li> <li>• Contacting and being the liaison with law enforcement, local fire departments, DCP&amp;P, EMS and other school districts</li> <li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li> <li>• Contact parents/guardians or emergency contact as appropriate</li> </ul>
School Nurse	<ul style="list-style-type: none"> <li>• Respond to any illness and injury</li> <li>• Determine if EMS shall be called and designate a staff member to make the call</li> <li>• Maintain emergency contact information of students</li> <li>• Maintain contact information for police, EMS, fire department, DCP&amp;P</li> </ul>
Policy & Personnel Committee	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

**PROCEDURES**

MEMORANDUM OF AGREEMENT (regulation continued)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:
1. Chief School Administrator;
  2. Principal;
- 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 schools 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 each of the district schools.

The chief school administrator and each building principal shall ensure that emergency contact information for the local police department, 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;
  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).

MEMORANDUM OF AGREEMENT (regulation continued)

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 police department 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.

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. 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.

**REGULATION HISTORY**

Date of Review/Revision: November 2018  
First Reading: November 20, 2018  
Adopted: December 18, 2018

**CROSS REFERENCES**

- |        |                                   |
|--------|-----------------------------------|
| 5131.5 | Vandalism and Violence            |
| 5131.6 | Substance Abuse                   |
| 5131.7 | Weapons and Dangerous Instruments |
| 5141   | Health                            |

MEMORANDUM OF AGREEMENT (regulation continued)

- 5141.1 Accidents
- 5141.2 Illness
- 5141.4 Child Abuse and Neglect
- 5142 Safety (covers missing children)
- 5145.11 Questioning and Apprehension
- 5145.12 Search and Seizure

**Primary Resources**

- 1 New Jersey Department of Education Guidance/Memorandum of Agreement
- 2 School Security Drill Checklist
- 3 Guide for Developing High-Quality School Emergency Operations Plans