

Regulation

STUDENT SAFETY

In order to provide a safe environment for all students, the Mendham Borough School District shall:

- A. Hold a minimum of 1 fire drill per month;
- B. Hold a minimum of 1 school security drill per month;
- C. Ensure that all students and staff wear appropriate eye protection when any dangerous process is taught where exposure during the process might damage the eyes;
- D. Have clear safety rules, posted prominently with an emphasis on accident prevention;
- E. Provide students with training on accident prevention and safety;
- F. Require that there be supervision of the classrooms and playground at all times that school is in session;
- G. Have effective programs to manage exposure to hazardous substances including:
 - 1. An Exposure Control Plan (ECP);
 - 2. Procedures for handling blood-borne pathogens;
- H. Have and provide training in the Emergency Management Crisis Plan;
- I. Have appropriate and effective liaison for the Mendham Borough Police Department and emergency squads.

Absences and Dismissal

Appropriate care must be taken in regard to student absences and dismissal. All absences must follow Mendham Borough policy and regulations 5113 Attendance, Absences and Excuses. This process will aid in the early identification of possibly missing children. In addition:

- A. A record must be kept of the legal custodian of every student:
 - 1. Parents/guardians are required to notify the school of any change in legal guardianship;
 - 2. No child may be released to a parent or guardian that appears unfit because of use of alcohol or drugs;
- B. No child may leave the school during the school day unless signed out by his/her parent/guardian or an authorized adult;
- C. Each school shall have clear procedures for signing a child out and a method for identifying the person signing the student out.

The school takes no responsibility for student possessions. All clothing, books and personal items should be labeled clearly with the child's name. Students are encouraged to check the Lost and Found for missing possessions.

Parents should not permit students to bring expensive or fragile objects to school.

Elementary Dismissal Procedures

STUDENT SAFETY (regulation continued)

The dismissal procedures for elementary students shall be sent to all elementary parents/guardians prior to the opening of school. The notice shall contain the following information:

- A. The school calendar including all school closure and early dismissal dates;
- B. A complete list of the dismissal options including:
 - 1. The busing procedure if district busing is available;
 - 2. The procedures for requiring that the student be “officially escorted” from school;
 - 3. The procedures required for allowing the student to leave school unescorted;
- C. The location in the school where the parent/guardian must go to identify him/herself and sign out the child/children), if child/children are to be “officially escorted” from school;
- D. The supervision arrangements at dismissal including the number and location of the municipally provided crossing guards;
- E. Emergency plans for supervision of students left at school including a fee for providing after-school supervision as well as the consequences for continually leaving students beyond dismissal;
- F. A receipt with a specified return date to be signed by the parent guardian indicating he/she has received the school calendar information and all other required information;
- G. The form the parent/guardian shall complete and sign that clearly indicates how his/her child/children shall be dismissed from school which must be returned by the date specified;
- H. Directions if child/children are to be “officially escorted” from school, the parent/guardian or authorized person. The directions shall state the location in the school where the child/children are waiting, and requirements for appropriate identification and sign-out procedures;
- I. The form the parent/guardian shall sign a form permitting the child/children to leave school unescorted and holding the district and the district personnel harmless for such a dismissal, if the child/children are to be allowed to leave school unescorted.

Megan’s Law

Megan’s Law was enacted to protect students from convicted sexual offenders. Megan’s Law divides convicted sexual offenders into three tiers and requires notification as follows:

- A. Tier One – Only local law enforcement agencies are notified;
- B. Tier Two – The chief school administrator is notified and shall notify those staff and volunteers in a position to observe unauthorized persons in the building;
- C. Tier Three – Students and parents and guardians shall be notified in addition to the appropriate school personnel.

People using school facilities shall receive registration forms if they desire to be notified of Tier Two or Three offenders. Newly hired staff shall be informed if appropriate.

All directives of the attorney general and local law enforcement shall be followed.

First Reading: November 20, 2018

Adopted: December 18, 2018

NJSBA Review/Update:

Readopt: