Purpose:

This issuance establishes policy and procedure related to ensuring the safety and supervision of each student enrolled in a Department of Children and Families (Department) Regional School.

Authority:

- N.J.A.C. 6A:14
- N.J.A.C. 6A:17-3.4

Policy:

A) All students shall be under the supervision of Department staff at all times while physically present in the school, in a Department operated vehicle, or on an authorized community activity.

B) Students shall only be released from school to an authorized person as listed on the student’s Emergency Contact List.

Procedures:

1) General
   a) No student shall be left unattended at any time during the school day. The school day for a student traveling on a Department operated vehicle begins when the student enters the vehicle in the morning and ends when they are discharged from the vehicle in the afternoon. Otherwise, the school day begins when the
student enters the Department Regional School in the morning and ends when
the student is dismissed from school and leaves the school grounds in the
afternoon.
b) Regional School staff are responsible for the safety and supervision of all
assigned students.
c) As deemed appropriate and necessary, staff shall be assigned to accompany
and supervise students while they are transported in DCF-operated school
vehicles.
d) The staff to student ratio shall be consistent with the requirements for
instructional group sizes as stipulated in N.J.A.C. 6A:14 and N.J.A.C. 6A:17-3.4
when students are involved in an authorized community activity.
e) Only State employees or contracted staff shall be responsible for the supervision
of students with the exception of dual enrollment opportunities as noted below.
i) An “authorized community activity” is one that the Educational Supervisor
(ES) and an OOE Administrator has sanctioned and approved, such as a field
trip.
ii) Students shall be supervised at all times while on a field trip.
iii) Students engaged in an approved Structured Learning Experience (SLE)
    shall be supervised according to the terms of the signed SLE agreement.
    (1) An SLE agreement shall be signed by the parent, the student, the ES, the
        OOE Director or Deputy Director, and the mentor workplace sponsor or
        community agency, as appropriate.
f) Students who participate in Community-Based Instruction (CBI) shall be
    supervised by staff from the Regional School and may also be under the
    supervision and direction of the community agency program after advance
    approval of the program, ES, and an OOE Administrator.
g) Students who participate in Service Learning projects shall be supervised by staff
    from the Regional School and may also be under the supervision and direction of
    the community agency program after advance approval of the program, ES, and
    an OOE Administrator.
h) Students who attend off-campus dual enrollment classes will not be supervised
    by DCF Regional School Staff while on a college campus, but shall be
    transported by the Regional School.
i) Students shall provide their personal cell phone number to the ES, or designee,
    for the purpose of emergency contact. If a student does not have a personal cell
    phone the DCF Regional School shall temporarily provide a cell phone for this
    purpose.

2) Releasing a Student Prior to the End of the School Day
   a) An assigned caseworker from a Care Management Organization (CMO), the
      Division of Child Protection and Permanency (CP&P), or other official State or
county agency, including a Probation Officer, shall have the authority to receive and transport a student from the Regional School during the school day, after parental consent is obtained.

i) The ES or designee shall, at the time of an intake meeting, seek parental consent for any assigned caseworker or other official State or county agency person to be approved to receive and transport the student, using the Student/Infant Contact Information Form OOE-Policy 36-Att 2;

ii) If parental consent is not obtained at the time of an intake meeting, the ES or designee shall send the Student/Infant Contact Information Form to the parent with a self-addressed stamped envelope and retain a copy of the cover memo; or

iii) If parental consent is not obtained through these attempts, the ES or designee shall document all telephone calls to seek a verbal consent for the assigned caseworkers and upon obtaining consent, add the caseworker(s) name(s) to the Student/Infant Contact Information Form.

b) The ES shall accept a written note or a telephone call from a parent or legal guardian for a student who needs to be excused for part of the school day, as in the case of a family matter, court, or medical appointment.

i) The ES shall ensure that the parent specifies the time of day and who will be picking the student up from the school.

ii) If a written note is brought to school by the student, or if an adult student presents this note on their own behalf, the ES shall contact the parent or legal guardian to verify the validity of the note.

iii) Only a person on the student’s “Emergency Contact List” shall be authorized to receive and transport the student.

(1) The ES must verify the person’s identity and authorization by crosschecking their driver license or other form of official identification with the Emergency Contact List. A copy must also be made of this identification and placed in the student’s file.

(2) The individual who picks up the child from school must sign the student out on the “Student Sign-out Log”.

(3) In the event that the identity of a person cannot be confirmed, the ES shall not permit the student to leave the school and shall notify the parent of the discrepancy.

(4) The ES shall maintain and update the Emergency Contact List to ensure individuals prohibited from contact with a student are deleted.

c) In the event that the ES is unable to prevent the student from leaving the building with an unauthorized person, or if an adult student leaves the building on their own accord, the ES shall complete an Unusual Incident Report (UIR) and use the
applicable UIR code, “Walkaway” or “Elopement”, and notify the Human Services Police or local law enforcement, as appropriate.

d) The age of a student shall not impact the procedure for releasing a student from school prior to the end of the school day.

i) Therefore, an “adult student” (age 18 or older) does not have an autonomous right to leave the school building on his or her own choosing.

ii) If there is a need for an adult student to be excused for part of a school day, they too shall be subject to the parental permission and Emergency Contact List process as noted above.

Policy History:

- Revised
- Created 8/26/1999