

**GLOUCESTER COUNTY SPECIAL SERVICES  
SCHOOL DISTRICT**

**SCHOOL SAFETY PLAN**

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## **INTRODUCTION**

### **PURPOSE**

The Board of Education and the District's Superintendent recognize their responsibility to provide students and staff with a safe and healthy learning environment. In keeping with this responsibility, the Superintendent directed the development of a Comprehensive District-Wide School Safety Health and Safety Plan.

After reviewing existing safety practices, the District Safety Committee recommended that individual shop safety activities be expanded and a new plan modeled after the Environmental and Occupational Health Science Institute's (EOHSI) Safe School Project be developed.

Safe schools is a project supported by the New Jersey Department of Education, Office of vocational-Technical, Career and Innovative Programs, to assist schools in meeting environmental and occupational safety and health regulations and protecting students and staff from occupational injuries and illnesses.

The District-wide School Safety Plan is reviewed annually and updated on an as-needed basis. The Plan is contained in the District's QAAR which is approved annually by the Board of Education prior to submission to the Office of the County Superintendent of Schools.

### **OBJECTIVES**

- To provide students and staff with the skills needed to recognize common occupational safety and health hazards.
- To empower students and staff to recognize and solve safety and health problems.
- To provide guidelines for communications on safety and health issues and subjects.
- To provide opportunities to inspect and instructional labs, investigate accidents, and evaluate occupational safety and health practices.
- To provide opportunities for students and staff to review accidents and draw up plans to prevent them from happening again.
- To provide students and staff with opportunities to talk with and listen to others about safety and health problems.
- To provide opportunities to participate in and conduct safety education and training programs.
- To help students and staff recognize how to prevent on and off-the-job safety and health hazards.

# **SECTION 1**

## **HEALTH & SAFETY PLAN**

## **SAFETY AND HEALTH HAZARD ANALYSIS**

Oversight of both program level and campus level safety and health hazard analysis is the responsibility of the District's safety and health coordinator.

The safety and health coordinator serves as facilitator of the District-wide Safety Committee. The Safety Committee and its subcommittees participate in the review and analysis of shop health and safety inspection reports, nurses' accident reports, worker compensation reports, facility health, safety and maintenance reports, and district transportation safety inspection reports, in addition, safety committee members are involved in planning District health and safety training.

On a monthly basis, the Superintendent advises the Board of Education of all incidents involving emergency vehicles on campus, incidents of violence or vandalism, worker compensation claims, the nurse's accident reports, and any other areas of concern regarding health and safety.

## **DISTRIT HEALTH AND SAFETY POLICIES**

- **Policy 3500.2** - **Integrated Pest Management**
- **Policy 3510** - **Operation and maintenance of plant**
- **Policy 3516** - **Safety**
- **Policy 3517** - **Security**
- **Policy 3541.33** - **Transportation Safety**
- **Policy 4112.4** - **Employee Health**
- **Policy 4134** - **Crisis Management**
- **Policy 4146.1** - **Employee Assistance Programs**
- **Policy 4147** - **Employee Safety**
- **Policy 5141** - **Health**
- **Policy 5141.1** - **Accidents**
- **Policy 5142** - **Pupil Safety**
- **Policy 6142.12** - **Career Education**

**All policies are included in the District Policy Manual.**

## **PRACTICES AND PRECAUTIONS**

In addition to providing ongoing trade specific safety training, each vocational teacher must facilitate the development of a shop safety committee which will be required to meet at regularly scheduled intervals.

Shop safety is everyone's responsibility and any perceived unsafe conditions or actions must be reported to the teacher immediately.

To assure safety awareness, the teacher / designee is responsible to post in prominent locations trade specific safety data.

In addition to the teacher's daily safety inspection, shop safety inspections must be conducted on a regularly scheduled basis by members of the shop safety committee.

## **MAINTENANCE AND INSPECTION**

Every vocational teacher is responsible to conduct a daily safety inspection of their shop. In addition, each teacher must facilitate a regularly scheduled shop safety inspection by members of the shop safety committee.

In basic purpose of the safety inspection is to detect potential accident causes (hazards) so they can be corrected and thus prevent accidents from occurring.

Members of the shop safety committee are required to use shop safety inspection checklist when conducting their safety inspection. An inspection checklist is needed as a reminder of what needs to be observed, tested, etc. In addition to using the checklist, the inspection team should have a copy of the previous report so they will know whether corrective action has occurred as recommended.

## **EMERGENCY PROCEDURES**

Emergency procedures to be followed in the event of an accident involving a student, teacher, or any other individual are contained in the District's Crisis Management Plan (medical problem or campus accident – Page 3-1.D).

## **INSTRUCTIONAL TECHNIQUES**

Shop safety is an integral part of every career specific course of study. These instructional units delineate specific objectives, material and resources to be used, and evaluation and assessment instruments to be used.

## **EVALUATION**

Methods used to assess and evaluate a student's understanding of shop safety practices are contained in the career specific course of study.

## **ENFORCEMENT**

Although shop safety is everyone's responsibility, enforcement of the shop safety plan is the responsibility of the teacher.

Teachers should develop reasonable sanctions for minor violations of the shop safety plan. All serious violations of the safety plan must be referred to the principal. Students should be advised that refusal to comply with the shop safety plan or a serious intentional safety violation could result in the dismissal from their career specific program.

The formal observation process includes and administrative review of the shop safety plan. This review will be reflected on the facility observation instrument as well as on the employee annual performance assessment instrument.

### **TRAINING**

Health and safety training for all staff is an integral part of the District's staff in-service training workshops.

In addition, all new teachers receive more intense in-service training on topics including bloodborne pathogens, right-to-know, etc. New teachers also participate in a three-day new teacher orientation training program. During the new teacher orientation workshop, teacher' receive instruction on District policies, the District Crisis Management Plan, the District's health and Safety Plan, and shop specific and District-wide safety training. The District School Safety Plan will be available on the District website and distributed to staff by November 7, 2007.

## **SECTION 2**

# **CAMPUS SECURITY & SAFETY PLAN**



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 Special Services School District** promotes educationally and psychologically healthy environments for all children and youth. **Gloucester County Special Services School District** recognizes there are comprehensive, broad factors directly related to a safe school environment such as the school facility, school programs, staff, parents and the community. **Gloucester County Special Services School District** 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 keep children safe. **Gloucester County Special Services School District's** efforts are illustrated below which broaden the safety planning and incorporate an expansive range of strategies and programs in the school safety plan. These strategies are required via the following district policies:

**SCHOOL DISTRICT POLICIES AND PROCEDURES  
GLOUCESTER COUNTY SPECIAL SERVICES SCHOOL DISTRICT**

- \$ Policy 5114 ..... Suspensions and Terminations
- \$ Policy 5131 ..... Conduct and Discipline
- \$ Policy 5131.1 ..... Electronic Equipment
- \$ Policy 5131.2 ..... Bus Conduct
- \$ Policy 5131.4 ..... Campus Disturbance/Disorder and Demonstration
- \$ Policy 5131.5 ..... Violence and Vandalism
- \$ Policy 5131.6 ..... Drugs, Alcohol, Tobacco and Steroids
- \$ Policy 5131.7 ..... Weapons-Dangerous Instruments
- \$ Policy 5131.9 ..... Harassment, Intimidation, Bullying and Hazing
- \$ Policy 5132 ..... Dress and Grooming
- \$ Policy 5141 ..... Health
- \$ Policy 5141.1 ..... Accidents
- \$ Policy 5141.2 ..... Illness
- \$ Policy 5141.3 ..... Health Examinations and Immunizations
- \$ Policy 5141.4 ..... Child Abuse and Neglect
- \$ Policy 5141.6 ..... Crisis Intervention
- \$ Policy 5142 ..... Pupil Safety
- \$ Policy 5145.4 ..... Equal Educational Opportunity
- \$ Policy 5145.6 ..... Student Grievance Procedures
- \$ Policy 5145.11 ..... Questioning and Apprehension
- \$ Policy 5145.12 ..... Search and Seizure

***These policies are included in the District Policy Manual.***

## **II. PHYSICAL MAKEUP OF SCHOOL DISTRICT**

Effective Procedures are followed to maintain a safe physical plant and school site. They include:

- \$ Assessment of the School Building
- \$ School Security Measures

*This information is contained in the document, "Gloucester County Educational Campus Emergency Operations Plan."*

### **III. SCHOOL DISTRICT CURRICULUM**

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 control skills. When appropriate, staff members shall make referrals to recognized community agencies and/or counseling and mental health resources in the community to assist parents/student with issues prevention and intervention. The school uses a variety of methods to communicate to pupils, parents, and the greater community that all children are valued and respected. These strategies are included in and aligned with the New Jersey Core Curriculum Content Standards.

- 2.1 All students will achieve optimal wellness by learning and applying health promotion concepts and skills.
- 2.2 All students will achieve optimal wellness by learning and applying health-enhancing personal, interpersonal, and life skills.
- 2.3 All students will achieve optimal wellness by learning and applying substance abuse prevention concepts and skills.
- 2.4 All students will achieve optimal wellness by learning and applying concepts and skills that support healthy sexual and positive personal relationships.

***This information along with Life Skills and Character Education Programs are contained in the District Curriculum Guides.***

## **IV. PREVENTION PROGRAMS AND SERVICES**

### **REQUIRED ITEMS:**

#### **Staff Development**

The District participates in staff development activities as directed by the Professional Development Plan Vehicles for the delivery of continuing staff education.

Principal staff development activities include:

- September Orientation Session
- County-wide In-service Day
- District-wide Training Days
- Staff Meeting Training Sessions
- Crisis Intervention Training
- Monthly Facility Meetings

Primary training focus areas include:

- School Safety Plan
- Core Curriculum Content Standards
- Methods and Instructional Techniques
- Classroom Management
- Substance Abuse
- Mental Health Issues
- Student Behavior Management
- Stress Management
- Technology
- Communication Skills

Safety, security, and health topics include:

- Bloodborne Pathogens
- Exposure Control
- Right-to-Know
- Crisis Response - Evacuation and Sheltering in Place
- Violence / Vandalism Prevention
- Student Programs

The District has developed a full range of support and clinical services to

#### **IV. PREVENTION PROGRAMS AND SERVICES - REQUIRED ITEMS**

The district has developed a full range of support and clinical services to meet the special needs of our student population. Ongoing programs include:

- Individual Counseling
- Group Counseling
- CADC (Certified Alcohol and Drug Counselor) Services
- SAC (Substance Awareness Coordinator) Services
- Red Ribbon Day Activities
- Speakers and Assemblies
- DARE Training
- SRO (School Resource Officer) Program
- Peer Mediation
- County-wide SURE (Students United for Respect and Equity) Committee
- Bullying Prevention
- Conflict Resolution
- Character Education
- REBEL (Reaching Everyone By Exposing Lies) Program
- Social Skills Instruction
- Home / School Liaison Program
- School Based Youth Services Program

#### **Community Outreach**

The District takes advantage of numerous opportunities for community involvement. Specific activities include:

- SRO Program
- Memorandum of Agreement with Law Enforcement
- County-wide Safe Schools Program
- Violence & Vandalism Summit
- District Advisory Committee
- District Foundation Activities
- Goals for Youth Program
- Hospital Affiliations
- Affiliation with Probation Officials
- Affiliation with Juvenile Detention Center
- Autism Support Groups

- Home / School Liaison Program
- School Based Youth Services Program

## V. INTERVENTION PROGRAMS AND SERVICES

### REQUIRED ITEMS:

***Early Warning Signs /Imminent Warning Signs*** - 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 these needs. The Gloucester County Safe Schools Program provides the District with access to a licensed clinical psychologist who is available for direct consultation and training for staff. The Safe Schools Program also provides threat/risk assessment opportunities for identified students.

***Intervention and Referral Services*** - As a partner in the Gloucester County Safe Schools Program, a crisis intervention team is available and trained to respond to incidents which may take place in schools. The GCSSSD Crisis Intervention Team Handbook outlines procedures and resources available in the case of an emergency.

***School Community Linkages /Service Agreements*** - Annually, the District and the Deptford Township Police Department enter into the required Memorandum of Agreement. In addition, the District maintains an agreement with Kennedy Hospital to provide emergency drug and alcohol screening. The District participates with the local DYFS Advisory Board, the CART Steering Committee, Juvenile Justice Department, and Family Crisis Services.

## **VI. EMERGENCY AND CRISIS PLAN**

### **REQUIRED ITEMS:**

The District has developed the “Gloucester County Educational Campus Operations Plan” which contains all required elements.



**County Response Plan:**

**Managing Sudden Traumatic Loss**

Formation of County Counseling Team

Early Notification System

Staff Sharing Procedure

Training: UMDNJ through DMHS grant to UMH – PES  
General school staff  
County Counseling Team

**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. Drunk 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.

<b>Team</b>	<b>Membership</b>	<b>Role</b>
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  
District-Wide School Safety Plan:

- \$ District Policy Manual
- \$ Gloucester County Educational Campus Emergency Operations Plan
- \$ Gloucester County Special Services School District Professional Development Plan
- \$ Gloucester County Special Services Annual Report
- \$ Gloucester County Special Services School District Crisis Intervention Team Handbook
- \$ District Memorandum of Agreement with Local Law Enforcement
- \$ Guide to the Juvenile Justice System for School Personnel
- \$ New Jersey Project on Student Expectations, *"Identifying and Fostering Positive Student Behavior"*
- \$ New Jersey Adolescent Suicide Prevention Project, *"Managing Sudden Traumatic Loss in the Schools "*
- \$ New Jersey Department of Education, *"Student Codes of Conduct"*