



**New Jersey Department of Children and Families Policy Manual**

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Issuance:	39	<b>Supervision of Students (Regional Schools)</b>	Revised:

**SUBJECT:** Supervision of Students at Department of Children and Families (DCF) Regional Schools

**EFFECTIVE DATE:** August 26, 1999  
(Previously DTC Policy #7, effective October 1, 1995)

**A. OBJECTIVE**

To ensure the safety of each student while under the supervision of DCF education program staff.

**B. STANDARD**

All students shall be under the supervision of staff at all times.

**C. PROCEDURES**

A student shall not be left unattended at any time during the school day. For the purpose of this policy, the school day for a student traveling on a state-operated vehicle begins when the student enters the school bus or van in the morning and ends when he/she is discharged from the bus or van in the afternoon. Otherwise the school day begins when the student enters the DCF Regional School in the morning and ends when the student is dismissed from school and leaves the grounds of school in the afternoon.

Classroom staff are responsible for the safety and supervision of all students assigned to them.

As deemed appropriate and necessary, staff shall be assigned to accompany and supervise students while they are transported in state-operated buses or vans.

When students are involved in an authorized community activity, the staff to student ratio shall be consistent with the requirements for instructional group sizes stipulated in NJAC 6A:14 and 6:9. Only state employees or contracted staff shall be designated as the staff member responsible for the supervision of a student.

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Director