



STATE OF NEW JERSEY

# DEPARTMENT OF EDUCATION

A Memo from the New Jersey Department of Education

Date: November 20, 2024  
To: Local Educational Agency Leads  
From: Ambrose F. Duckett, III, Assistant Commissioner  
Division of Field Support and Services  
Deadline: November 30, 2024

## School Safety and Security Plan Review Statement of Assurance

The New Jersey Administrative Code (N.J.A.C. 6A:16-5.1) requires local educational agencies (LEAs) to have a School Safety and Security Plan with plans, procedures, and mechanisms reviewed and updated annually.

The New Jersey Quality Single Accountability Continuum (NJQSAC) includes performance indicators in five key component areas: Instruction & Program, Fiscal Management, Governance, Operations, and Personnel. The Operations component assesses a LEA's performance and capacity in implementing school policies in areas such as student health, safety, substance abuse, and career and academic counseling. One Operations Indicator includes verification that the LEA School Safety and Security Plan has been reviewed and updated by the Chief School Administrator, Charter School or Renaissance School Project Leads.

The School Safety and Security Plan Review Statement of Assurance (SOA) form is the annual verification that School Safety and Security Plans have been reviewed and updated. The SOA should be submitted by the LEA Lead to the New Jersey Department of Education's (NJDOE) [County Office of Education](#) by November 30, 2024.

The [School Safety and Security Plan Annual Review SOA form](#) is available on the Office of School Preparedness and Emergency Planning [website](#), under the "Planning" tab.

Questions can be directed to the Office of School Preparedness and Emergency Planning at [school.security@doe.nj.gov](mailto:school.security@doe.nj.gov).

c: Members, State Board of Education  
NJDOE Staff  
Statewide Parent Advocacy Network  
Garden State Coalition of Schools  
NJ LEE Group