

- a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he or she can be reached for notification of the closing or delayed opening of school.
 - b. A copy of the complete staff call chain will be maintained by the principal and will be kept as a confidential document.
 - c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
5. The Superintendent or designee will prepare and administer a staff call chain for central office employees.
6. The Superintendent or designee will prepare and administer a staff call chain for support staff employees.
7. Each staff call chain should be so organized as to insure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.
- B. All day closing
 1. The decision to close schools for the day will be made in accordance with Policy No. 8220 as soon as is practicable. The Superintendent will notify
 - a. Radio stations (see paragraph A1),
 - b. All building principals,
 - c. The transportation contractor.
 - d. Private schools to which transportation is provided for district children, and
 - e. Delran Township Police Department
 2. Each building principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members before 7:00 a.m.
 3. In the event a staff member cannot be reached by telephone, the caller will report that fact to the building principal or other person responsible for the call chain.
 4. Unless the Superintendent determines otherwise, custodial personnel are expected to report for work on an emergency closed day. It is the intention of this rule that all school offices be uniformly closed or open on a day when the schools are closed for emergency.
- C. Delayed opening

1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.
2. The decision to delay the opening of school will be made no later than 7 a.m. Notice of the delayed opening will be given in accordance with paragraph B.
3. Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time.
4. If weather conditions deteriorate after a delayed opening has been announced, the Superintendent may decide to close schools for the day. Notice of the closing of schools for the day will be given in accordance with paragraph B.
5. The principal of each school will modify the school's schedule to accommodate the shorter day. Morning schedules may be canceled. After-school and athletic events may be canceled.

6. Lunch will be served as usual, but may be delayed.

D. Early dismissal

1. A decision to close school early will be promptly relayed to
 - a. Building principals in the affected schools,
 - b. The transportation contractor,
 - c. Private schools to which transportation is provided for district children, and
 - d. Delran Township Police Department
2. Building principals in the affected schools will promptly notify all staff members of the early closing, using appropriate building procedures.
3. Parents will be notified by the emergency parent call chain. Each caller will report to a person designated by the principal the names of any parents who cannot be reached by telephone.
4. Buses may be loaded as soon as they arrive at the school and may depart as soon as all pupils assigned to the bus have boarded.
5. A parent may come to the school and sign out his or her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy No. 5230 regarding the person(s) to whom a child may be released.

6. The principal will designate a safe and secure location in the school building to which may be assigned pupils whose parent or temporary caretaker could not be reached by telephone or other means.
 - a. A teaching staff member will be assigned to supervise the pupils who remain in the school.
 - b. Pupils who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.
 - c. The principal may arrange for a late bus or transportation by private vehicle for pupils retained at the school.

Issued: April 14, 1997

information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:

- a. Victims' records, except that a victim of a crime shall have access to the victim's own records;
- b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed with the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone

number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;

- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning pupil records or grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and
- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1.1.

C. Records of Investigation In Progress (N.J.S.A. 47:1A-3)

1. Notwithstanding the provisions of N.J.S.A 47:1A:1 et seq., where it appears the record or records which are sought to be inspected,

copied, or examined shall pertain to an investigation in progress by the Board and/or administration:

- a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and
 - b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.
2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.

D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
 - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;

- b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
- c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and
- d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

- 1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provisions of N.J.S.A. 47:1A-5.b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.
 - a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c. and E.2. below.
 - b. The calculation of actual costs shall be as follows:
 - (1) The custodian should contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copying materials such as paper and toner.
 - (2) The custodian should calculate or contact the copying company to determine the school district's

annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.

- (3) The custodian should contact the copying company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner should be able to copy).
 - (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
 - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.
 - (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
- c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. and E.1. above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
 - d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.
2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district [optional – will or may] charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the

requestor an opportunity to review and object to the charge prior to it being incurred.

3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.
4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district [optional - will or may] charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.
5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
 - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
 - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
 - c. Specific directions and procedures for requesting a record;
 - d. A statement as to whether prepayment of fees or a deposit is required;
 - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;
 - f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;

- g. Space for the custodian to list reasons if a request is denied in whole or in part;
 - h. Space for the requestor to sign and date the form; and
 - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.
- 7. The custodian [optional – may or will] require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.
- 8. Request for access to a government record shall be in writing and hand-delivered or mailed to the custodian. [Optional – The custodian will also accept a request for access to a government record that is transmitted electronically.]
- 9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
- 10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
- 11. The custodian will sign and date the form and provide the requestor with a copy thereof.
- 12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
- 13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.
- 14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.
- 15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the

custodian of the record or direct the requestor to the custodian of the record.

16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.
 - a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.
 - b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
 - c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
 - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
 - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).

2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.
- G. Government Records Council (N.J.S.A. 47:1A-7)
- The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.
- H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)
- Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.
- I. Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)
1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.
 2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

Issued: April 2002

Revised: November 8, 2010

R 8320 PERSONNEL RECORDS

Number: 8320

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Personnel Records

A. Content of Record

1. A personnel file shall be assembled and maintained for each person employed by this district. Each file shall contain the original or copies, as appropriate, of the following documents regarding the employee:

- a. The employee's current correct name, address, telephone number, and birthdate;
- b. Application form, including transcripts of all academic work, records of prior military service, and other supporting documents;
- c. Annual employment contract and/or annual salary notice, signed by the employee;
- d. Certificates and/or licenses required for employment;
- e. Documentation of fulfillment of requirements for any change in salary classification;
- f. Income tax forms;
- g. Retirement registration;
- h. Hospitalization forms;
- i. Annuity forms;
- j. Rate of compensation;
- k. Attendance record, including the starting and ending dates of all leaves of absence, whether the leave was paid or unpaid, and the purpose for which such leaves were granted;
- l. Assignment to positions, including position title and building to which assigned;
- m. Completed evaluations;
- n. Reports of disciplinary incidents;

- o. Records of special awards, commendations, or distinctions;
 - p. Oath of allegiance;
 - q. Reports of routine physical examinations; and
 - r. Reports of physical and mental examinations required for cause.
2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.

B. Custodian of personnel records

1. The Superintendent is custodian of all personnel records.
2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.

C. Notice of Content of Files

1. Each employee shall be informed of the content of his or her personnel file.
2. Each employee will be notified of the inclusion in his or her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
 - c. No report or letter or memorandum from any source, other than documents referred to in paragraph C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee access to personnel records

1. Each employee shall be granted access to his or her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.

2. Written request for access shall be submitted to the Superintendent. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Superintendent or his/her designee and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his or her comment on that document.
5. The employee may hand-copy any portion of his or her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of content of the file

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his or her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than 10 days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

F. Access by board members and school officials

1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.

G. Computerized records

1. Computerized personnel records may include only the following information about an employee:

- a. Name, address, and telephone number;
- b. Social security number;
- c. Current assignment;
- d. Work experience;
- e. Employment date; and
- f. Salary guide and step.

2. Computerized information may be used only for the following purposes:

- a. Payroll;
- b. An employee's individual employment record; and
- c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees.

Issued: April 14, 1997

R 8330 PUPIL RECORDS

Number: R 8330

Date: May 1988

Revised: November 9, 2009

Title: PUPIL RECORDS

A. Definitions

1. "Access" means the right to view, make notes, and/or reproduce the pupil record.
2. "Adult pupil" means a pupil who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. "Mandated pupil records" means those pupil records that school districts have been directed to compile by State statute, regulation, or authorized administrative directive.
4. "Parent" means the natural or adoptive parent, the legal guardian, surrogate parent, or a person acting in place of a parent in accordance with N.J.A.C. 6A:32-2.1. Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. "Parent" shall also include, for the purposes of N.J.A.C. 6A:32, the adult pupil. A foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the pupil's behalf has been terminated by a court of appropriate jurisdiction.
5. "Permitted pupil records" means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected in order to promote the educational welfare of the pupil.
6. "Pupil record" means information related to an individual pupil gathered within or outside the school system and maintained within the school system regardless of the physical form in which it is maintained. Any information that is maintained for the purpose of second party review is considered a pupil record. Therefore, information recorded by certified school personnel solely as a memory aid, not for the use of a second party, is excluded from this definition.
7. "Parent surrogate(s)" means an individual or individuals approved by the Board in accordance with N.J.A.C. 6A:14-2.2 to act on behalf of a pupil whose parent(s) is not available to assure the pupil's

educational rights.

8. “Pupil information directory” means a publication of the district which includes the following information relating to a pupil: the pupil’s name, grade level, date and place of birth, dates of attendance, major field of study, participation in officially recognized activities, weight and height relating to athletic team membership, degrees, awards, the most recent educational agency attended by the pupil, and other similar information.

B. General Considerations

1. Pupil records shall contain only such information as is relevant to the education of the pupil and is objectively based on the personal observations or knowledge of certified school personnel who originate the record.
2. The district shall notify parents and adult pupils annually in writing of their rights in regard to pupil records and pupil participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The district shall make every effort to notify parents and adult pupils in their dominant language.
3. A non-adult pupil may assert rights of access only through his or her parents. However, nothing in Policy or Regulation 8330 shall be construed to prohibit certified school personnel, in their discretion, from disclosing pupil records to non-adult pupils or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the pupil or other persons.
4. The parent or adult pupil, including an emancipated minor, shall have access to their own records and have access to or be specifically informed about only that portion of another pupil’s record that contains information about his or her own child or himself or herself.
5. The Superintendent or designee shall require all permitted pupil records of currently enrolled pupils to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the pupil or educational program to be deleted from the records except that prior notice shall be given for classified pupils in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
6. No liability shall be attached to any member, officer, or

employee of the Board of Education permitting access or furnishing pupil records in accordance with Department of Education rules.

7. When the parent's or adult pupil's dominant language is not English or the parent or adult pupil is deaf, the district shall provide interpretation of the pupil's records in the dominant language of the parents or adult pupil.
8. Pupil health records shall be maintained separately from other pupil records and handled, according to the requirements of N.J.A.C. 6A:32-7.1, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record.

C. School Contact Directory

1. The district shall compile and maintain, but need not publish, a school contact directory for official use, which is separate and distinct from the pupil information directory.
 - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel who are currently providing services to the pupil in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider who is currently providing services to the pupil in question, school personnel shall promptly verify the enrollment of a pupil and provide the requester with all the information about that pupil that is contained in the school contact directory for official use.
2. In order for a parent or adult pupil to exclude any information from the school contact directory for official use, the parent or adult pupil shall notify the Superintendent or designee in writing on a form prescribed by the Commissioner of Education.
 - a. The form shall explain the purpose of the school contact directory for official use is to allow judicial, law enforcement, and medical personnel to contact the parent when necessary, and that the school contact directory for official use is only accessible by school, judicial, law enforcement, and medical personnel who are currently providing services to the pupil in question.

D. Mandated and Permitted Pupil Records

1. Mandated pupil records shall include the following:

- a. The pupil's name, address, telephone number, date of birth, name of parent(s), gender, citizenship, standardized assessment and test answer sheets (protocol), grades, attendance, classes attended, grade level completed, and year completed;
 - b. Record of daily attendance;
 - c. Descriptions of pupil progress according to the system of pupil evaluation used in the school district;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees;
 - e. Records pursuant to rules and regulations regarding the education of pupils with disabilities; and
 - f. All other records required by the State Board of Education.
2. Permitted pupil records are authorized by the Board to promote the pupil's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records include, but may not be limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a pupil's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent or adult pupil regarding the pupil's achievements or school activities;
 - d. Any correspondence with the pupil and/or the pupil's parents;
 - e. Driver education certificate;
 - f. Emergency notification form;
 - g. New pupil registration form;
 - h. Withdrawal or transfer form;

- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the pupil's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;
- o. The statement from a pupil's parent or adult pupil regarding a contested portion of the record;
- p. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Pupil Records

1. The Superintendent or designee shall be responsible for the security of pupil records maintained in the school district. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. Records for each individual pupil shall be maintained in a central file at the school attended by the pupil. When records are maintained in different locations, a notation in the central file as to where other such records may be found is required.
3. Pupil health records shall be maintained and located in a locked cabinet or room in the school building or complex which the pupil is assigned. Records kept in electronic form shall be both accessible and secure. Pupil health records shall be maintained separately from other pupil records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record. Records shall be accessible during the hours in which the school program is in operation.
4. Security blocks will be installed for records stored in computerized systems to protect against security violations of the records stored therein. To guard against the loss of pupil records, the district shall maintain an updated hard copy and backup versions of pupil records.
5. Mandated pupil records required as part of programs established through State administered entitlement or discretionary funds from the

U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age 23, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.

6. Any district internet website shall not disclose any personally identifiable information about a pupil, in accordance with N.J.S.A. 18A:36-35.

F. Access to Pupil Records

1. The district shall control access to, disclosure of, and communication regarding information contained in pupil health records to assure access only to those persons under the conditions permitted by Federal and State statute and regulations.
2. The district may charge a reasonable fee for reproduction, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-2, provided that the cost does not effectively prevent the parents or adult pupils from exercising their rights under N.J.A.C. 6A:32-7 or under rules and regulations regarding pupils with disabilities.
3. Access to and disclosure of a pupil's health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

G. Authorized Organizations, Agencies, and Persons with Access to Pupil Records

Access shall include only the following:

1. A pupil who has the written permission of a parent and the parent of a pupil under the age of eighteen whether or not the child resides with that parent except per N.J.S.A. 9:2-4;
 - a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Pupils at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education.
3. The adult pupil and the pupil's parent who has the written permission of such pupil, except that the parent shall have access without consent of the pupil as long as the pupil is financially dependent on the parent and enrolled in the public school system or if the pupil has been declared legally incompetent by a court of appropriate jurisdiction. The

parent of the financially dependent adult pupil may not disclose information contained in the adult pupil's record to a second or third party without the consent of the adult pupil.

4. Certified school district personnel who have assigned educational responsibility for the pupil shall have access to the general pupil record, but not to the pupil health record, except under conditions permitted in N.J.A.C. 6A:16-1.5.
5. Certified educational personnel who have assigned educational responsibility for the pupil and who are employed by agencies listed below shall have access to the general pupil record, but not to the pupil health record except under conditions permitted in N.J.A.C. 6:16-1.5:
 - a. An approved private school for the disabled;
 - b. A State facility;
 - c. Accredited nonpublic schools in which pupils with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.
6. In order to fulfill its legal responsibility as a Board, the Board has access through the Superintendent or designee to information contained in a pupil's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult pupil.
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to those portions of the record to the extent that is necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to those pupil files which such staff are directed to enter or record information and shall cease when the specific assigned task is completed.
8. Accrediting organizations in order to carry out their Accrediting functions.
9. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibility which necessitates the review of such records.
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the pupil is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated pupil records school districts have been

directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult pupil;

- b. Original permitted pupil records which the Board has required shall be forwarded to the receiving school district only with the written consent of the parent or adult pupil except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the pupil has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request all pupil records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district;
 - e. The Superintendent or designee of the school district of last attendance shall upon request, provide a parent(s) or an adult pupil with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the pupil's birth certificate, shall be requested at the time of enrollment in a new school district.
11. Officials of the United States Department of Education who have assigned responsibilities which necessitate review of such records.
12. Officers and employees of a State agency who are responsible for protective and investigative services for pupils referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the district shall ask such State agency for its cooperation in sharing the findings of the investigation.
13. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult pupil, except that these organizations, agencies, and persons shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil.
14. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5(e), upon the presentation of a court order.
15. Bona fide researchers who explain in writing, in advance to the

Superintendent, the nature of the research project and the relevance of the records sought and who satisfy the Superintendent or designee that the records are to be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher.

H. Conditions for Access to Pupil Records

All authorized organizations, agencies, and persons with access to pupil records shall have access to the records of a pupil subject to the following conditions:

1. No pupil record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult pupils shall submit their request in writing together with any required authorization, to the Superintendent or designee.
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of pupil records by persons other than parents, pupil, or individuals who have assigned educational responsibility for the individual pupil, an entry shall be made in the pupil's record of the names of persons granted access, the reason access was granted, the time, and circumstances of inspection, the records studied and the purposes for which the data will be used.
4. Unless otherwise judicially instructed, the district shall, prior to the disclosure of any pupil records to organizations, agencies, or persons outside the school district pursuant to a court order, give the parent or adult pupil at least three days' notice of the name of the requesting agency and the specific records requested. Such notification shall be provided in writing if practicable. Only those records related to the specific purpose of the court order shall be disclosed.
5. A record may be withheld from a parent of a pupil under eighteen or from an adult pupil only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld. When the district has or obtains evidence of such court order, the parent or adult pupil shall be notified in writing within five days of his or her request that access to the record has been denied, and that the person has the right to appeal this decision to the court issuing the order.

I. Rights of Appeal for Parents and Adult Pupils

1. Pupil records are subject to challenge by parents and adult pupils on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult pupil may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the pupil's record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.7.
2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult pupil shall notify the Superintendent in writing of the specific issues relating to the pupil's record.
 - b. Within ten days of notification, the Superintendent or designee shall notify the parent or adult pupil of the school district's decision.
 - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult pupil to revise the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult pupil may appeal this decision either to the Board of Education or the Commissioner of Education within ten days.
 - e. If appeal is made to the Board of Education, a decision shall be rendered within 20 days. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4, Appeals.
 - f. At all stages of the appeal process, the parent or adult pupil shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the pupil's record with copies made available to the parent or adult pupil.
3. Appeals relating to the records of pupils with disabilities shall be processed in accordance with the requirements above.
4. Regardless of the outcome of any appeal, a parent or adult pupil shall be permitted to place a statement in the pupil's record

commenting upon the information in the pupil's record or setting forth any reasons for disagreement with the decision of the agency.

- a. Such statements shall be maintained as part of the pupil's record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

J. Retention and Disposal of Pupil Records

1. A pupil's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the pupil is enrolled in the school district.
 - a. The school district shall retain the pupil's health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Pupil records of currently enrolled pupils, other than the records that must be maintained for one hundred years as described in 6. below, may be disposed of after the information is no longer necessary to provide educational services to a pupil.
 - a. Such disposition shall be accomplished only after written parental or adult pupil notification and written parental or adult pupil permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful.
3. Upon graduation or permanent departure of a pupil from the school district, the parent or adult pupil shall be notified in writing that a copy of the entire pupil's record will be provided to them upon request.
4. Information in pupil records, other than the records that must be maintained for one hundred years as described in 6. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
 - a. Such disposition shall be accomplished only after written parental or adult pupil notification, and written parental or adult pupil permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult pupil permission have been unsuccessful, and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.

5. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult pupil.

6. The New Jersey public school district of last enrollment, graduation, or permanent departure of the pupil from the school district shall keep for one hundred years a mandated record of a pupil's name, date of birth, name of parents, gender, citizenship, address, telephone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Adopted: May 1988

Revised: November 9, 2009

R 8420 EMERGENCY AND NON-FIRE EVACUATION PLAN

Number: 8420

Statute:

Date: April 14, 1997

To Code:

Revised: March 14, 2011; August 29, 2011

Group: OPERATIONS

Cadence: 1

Title: Emergency and Non-Fire Evacuation Plan

The need for orderly and safe evacuation during certain situations is critical to the safety of the occupants of a school building. If such a threat is deemed immediate, credible, and reasonable, the Principal or designee may order a non-fire building evacuation. In the event the Principal or designee believes a threat does not exist or immediate evacuation is not required, the Principal or designee shall review the situation with the Superintendent of Schools, who may consult with local law enforcement officials to review the threat risk.

- A. Procedures in the Event it is Determined a Non-Fire Evacuation is Warranted
1. The Principal or designee will immediately order a non-fire evacuation of the school building. The notification process may be the school's fire alarm system, a notice over the school's public address system, or any other method deemed appropriate by the Principal or designee to inform building occupants to evacuate the school building. The evacuation may be an entire or partial building evacuation depending on the circumstances.
 2. The Principal or designee will:
 - a. Immediately call local law enforcement officials;
 - b. Immediately call the Superintendent of Schools;
 - c. Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;
 - d. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - e. Allow local enforcement officials to control the scene upon their arrival.

3. School staff members, upon receiving notice the school needs to be evacuated, will:
 - a. Direct pupils to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct pupils not to use any electronic communication device until instructed otherwise;
 - c. Close the windows and doors of their vacated rooms and turn off any light or electrical switch;
 - d. Take the pupil roster and the day's attendance;
 - e. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - f. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - g. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - h. Not speak to the media or permit media to interview any pupil.

B. Procedures After it is Determined the School Building Can be Reoccupied

1. The Principal or designee, upon a determination by school and law enforcement officials that the threat or risk is concluded, will direct the reoccupation of the building.
2. If it is determined the building is not safe to re-enter, the Principal or designee will notify school officials of the situation at the evacuation assembly locations. If it is determined pupils will be released for the day, the Principal or designee, in consultation with the Superintendent of Schools, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
3. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

Adopted: April 14, 1997
Revised: March 14, 2011
August 29, 2011

R 8420.1 FIRE AND FIRE DRILLS

Number: 8420.1

Statute:

Date: April 14, 1997

To Code:

Revised: November 8, 2010

Group: OPERATIONS

Cadence: 1

Title: Fire and Fire Drills

A. Fire Drills

1. The Principal of each school building will conduct at least one fire drill each month within school hours, including any summer months during which the school is open for instructional programs. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
 - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit designated for evacuation;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all pupils have left the room and that any pupil who may have left the classroom prior to the fire drill is located and escorted from the building;
 - e. Close all doors to the room when the room is empty and keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill;
 - f. Ensure the pupils assigned to him/her have left the school along the route prescribed in the school evacuation plan. In the event a school building has been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill;

- g. Direct his/her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;
 - h. Take attendance to determine all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and
 - i. When the recall signal is given, conduct his/her pupils back to the classroom.
- 4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the principal and will be subject to discipline.
- 5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
- 6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
- 7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
- 8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
- 9. Each principal shall report monthly to the Superintendent on the conduct of fire drills. His or her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
- 10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
- 11. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as "blocked" so that pupils are

required to use alternative evacuation routes.

- b. A fire drill may be designated as a "smoke drill" so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member or any building occupant who detects a fire in a school building or on school grounds shall immediately report the fire by calling 911 and/or by activating a fire alarm pull station.
2. The school staff member or building occupant shall also report the fire to the school Principal, if possible.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm, in the event the fire alarm had not been previously activated, for the evacuation of all pupils, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal or designee will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation.

Fire fighters will be promptly informed of the location and special circumstances of each such pupil.

6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

Adopted: April 14, 1997

Revised: November 8, 2010

R 8420.2 BOMB THREATS

Number: 8420.2

Statute:

Date: April 14, 1997

To Code:

Revised: March 14, 2011; August 29, 2011

Group: OPERATIONS

Cadence: 1

Title: Bomb Threats

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.

A. Procedures When a Bomb Threat is Received

1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.
 - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.
 - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:
 - (1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);
 - (2) The caller (e.g., name, address, location, gender, age, background, motive);
 - (3) The identity of the person who placed the bomb, if the caller denies responsibility;
 - (4) The means by which the bomb was delivered to the site;

- (5) The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and
- (6) Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).

B. Procedures to be Used after a Bomb Threat is Received

1. The Principal or designee will immediately call:
 - a. The Police Department/local law enforcement;
 - b. The Fire Department; and
 - c. The Superintendent's office.
2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:
 - a. The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;
 - b. If the Principal or designee determines that time permits, pupils will empty their lockers and leave them unlocked; and
 - c. School staff members and pupils will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.
3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.
4. The Principal or designee will also:
 - a. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;
 - b. Ensure any school buses en route to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;

- c. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and
 - d. Allow law enforcement officials to control the scene upon their arrival.
5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:
- a. Direct pupils to gather personal belongings in the classroom or within their immediate area;
 - b. Instruct pupils to not use any electronic communication device until instructed otherwise;
 - c. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;
 - d. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;
 - e. Take the pupil roster and the day's attendance;
 - f. Lead their class or the pupils under their supervision upon receiving the evacuation notice to the evacuation area;
 - g. Take attendance when arriving at the evacuation area and report any additional pupils or missing pupils to the Principal or designee;
 - h. Not allow any pupil to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and
 - i. Not speak to the media or permit media to interview any pupil.
6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.

7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and pupils, the Principal or designee will:
 - a. Work with law enforcement officials to ensure the continued safety of pupils and staff;
 - b. Notify school officials at the evacuation assembly locations of the situation that pupils will be released for the day; and
 - c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
8. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
9. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
10. In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate pupil dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.
11. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

Adopted: April 14, 1997
Revised: March 14, 2011
August 29, 2011

R 8420.3 NATURAL DISASTERS AND MAN-MADE CATASTROPHES

Number: 8420.3

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Natural Disasters and Man-made Catastrophes

A. Definitions

1. "Natural disasters" include floods, hurricanes, earthquakes, lightning strikes.
2. "Man-made catastrophes" include explosions, toxic hazards, airplane accidents, nuclear accidents, attacks.

B. Procedures

1. The principal of each school building is responsible for responding quickly and reasonably to all natural disasters and man-made catastrophes. The principal's primary goal in any emergency is the protection of the pupils and staff members assigned to his or her building.
2. The principal shall cooperate with local law enforcement officers, civil defense agencies, and other appropriate authorities.
3. All reasonable efforts will be made to predict or anticipate the occurrence of a natural disaster or manmade catastrophe and to take such steps in advance as may be necessary to protect pupils and staff and, if possible, school property.
4. Any school employee who detects or suspects a natural disaster or man-made catastrophe shall immediately notify the principal, who shall immediately evaluate and/or verify the report. The principal shall report an impending disaster or catastrophe to the Superintendent and the appropriate police or civil authority.
5. If necessary and prudent, the school will be evacuated in accordance with the fire drills procedures set forth in Regulation No. 8420.1.
6. Until their pupils are sent home or they are otherwise excused from their duties, classroom teachers will attend to the needs of the pupils assigned to them. Other teaching staff members and support staff members will report to the principal or their immediate supervisor for direction. The following personnel should be prepared to take the actions indicated at the direction of the principal.
 - a. The school nurse will set up a station for the treatment of injuries and caring for injured and shocked persons until transportation to hospital facilities is available.

- b. The head custodian will survey the damage, if any, done to essential school building services, such as electrical, gas, water, and fuel. He or she will report any such damage to the principal along with any recommendations for repair or substitution.
 - c. The cafeteria manager will assess food and water inventories and establish procedures for supplying such food and water as may be required by persons in the school or the school shelter.
7. If the school cannot or should not be re-entered, pupils will be sent home as follows:
 - a. Pupils who ordinarily walk to school will be excused.
 - b. Pupils who ride school buses will be excused as soon as bus transportation is available.
 - c. The principal may arrange for private vehicle transportation.
8. Pupils who cannot be sent home safely shall be sheltered in a safe place in the school or in the place designated for out-of-school shelter in the school evacuation plan. A teaching staff member will be assigned to supervise any such pupils until they can be transferred to the parent or responsible adult designated by the parent.
9. Parents will be informed of the school's response to the disaster or catastrophe by implementation of the parent call chain established pursuant to Regulation No. 8420. Reasonable efforts will be made to inform parents promptly of the nature of the emergency and to assure them of their children's safety.
10. The principal, other administrators, and all school staff members will strive to discharge their responsibilities calmly, intelligently, and prudently.
11. The principal will make a written report to the Superintendent on the nature of the emergency, the actions taken in response to the emergency, and the outcome of those actions. The report will detail, as necessary, the actions of specific staff members and make such recommendations for commendation or discipline as may be appropriate.

Adopted: April 14, 1997

R8420.4 KIDNAPPING

Number: 8420.4

Statute:

Date: December 10, 2012

To Code:

Group: OPERATIONS

Cadence: 1

Title: Kidnapping

A. Definition

1. A person is a victim of kidnapping:
 - a. When a person is unlawfully removed from the school or school grounds; or
 - b. When a person is unlawfully confined with the purpose of holding the victim for ransom, reward, as a shield, or hostage; or
 - c. When a person is unlawfully removed from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or
 - d. When a person is unlawfully confined for a substantial period of time with any of the following purposes:
 - (1) To facilitate commission of a crime or flight thereafter, or
 - (2) To inflict bodily injury on or terrorize the victim.

B. Procedures

1. The following procedures shall be implemented in the event there is reason to believe a pupil has been kidnapped. The Building Principal or designee will:
 - a. Immediately notify the Superintendent of Schools;
 - b. Check school records to determine whether there is a legal custody issue;
 - c. Contact the pupil's parent(s) or legal guardian(s); and
 - d. Notify the local law enforcement agency.

The Building Principal or designee will be prepared to provide law enforcement authorities information about the pupil (to the extent

possible) including: a physical description of the pupil; any photograph of the pupil; information regarding known friends of the pupil; the names of any potential witnesses to an abduction; a description of an abductor; and other information that may be helpful to law enforcement in locating the pupil.

2. The Building Principal or designee will alert school staff to the possible kidnapping and solicit staff assistance in obtaining information that may be helpful to law enforcement in locating the pupil.
3. The administrative staff will encourage all staff members remain calm to prevent panic.

Adopted: December 10, 2012

R 8420.5 ASBESTOS RELEASE

Number: 8420.5 Statute:
Date: December 10, 2012 To Code:
Group: OPERATIONS Cadence: 1

Title: Asbestos Release

The Board of Education recognizes certain buildings in the school district may contain asbestos. The Board and school staff members have implemented the necessary safety measures to eliminate the possibility of asbestos fiber release episodes to ensure the safety of all building occupants. The district maintains an Asbestos Management Plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The following procedures shall be implemented in the event of an inadvertent disturbance that causes an asbestos fiber release episode in a school district building.

Procedures

1. The area where the fiber release may have occurred shall be immediately evacuated;
2. The building's heating, ventilating, and air conditioning system shall be shut down;
3. The area where the fiber release may have occurred shall be sealed off and doors shall be closed;
4. The Superintendent and building maintenance supervisor shall be immediately contacted;
5. The names of all persons who were in the area where the fiber release may have occurred shall be recorded and maintained in separate file;
6. The Building Principal or designee shall communicate to the parents/legal guardians of pupils, staff, and other occupants of the building as necessary; and
7. The school district shall take such action as necessary depending on whether asbestos fibers were released.

Adopted: December 10, 2012

R 8420.6 ACCIDENTS TO AND FROM SCHOOL

Number: 8420.6

Statute:

Date: December 10, 2012

To Code:

Group: OPERATIONS

Cadence: 1

Title: Accidents to and from School

The Board of Education recognizes that school staff and/or school pupils may be involved in an accident on their way to or on their way home from school. The school district or school building, depending on the circumstances, will follow these procedures, when practical, in the event there is an accident involving a school staff member or pupil who is on their way to or on their way home from school.

Procedures

1. The person receiving notice of an accident shall immediately contact police, fire, or rescue department as appropriate. In the event the person receiving notice of such accident is a pupil, the pupil shall immediately notify the Building Principal or designee. In the event the person receiving notice is a school staff member, the staff member shall notify the Building Principal or designee, or their immediate supervisor after contacting police, fire, or rescue department as appropriate.
2. The Building Principal or designee, or the immediate supervisor, shall immediately contact the Superintendent of Schools.
3. The Building Principal or designee, or the immediate supervisor, shall notify the parent(s) or legal guardian(s), spouse, or individual identified on the emergency card as appropriate.
4. In the event the police, fire, or rescue department is aware of the accident when the district is notified of the accident, the Building Principal or designee, or the immediate supervisor shall continue to attempt to notify the parent(s) or legal guardian(s), spouse or individual identified on the emergency card as appropriate.
 - a. If the parent(s) or legal guardian(s), spouse or individual identified on the emergency card, is unavailable, the Building Principal or designee, or the immediate supervisor shall discuss the situation, as appropriate, with an associate at the place of employment of the parent(s) or legal guardian(s), spouse, or emergency contact.
 - b. If contacts are unsuccessful, the Building Principal or designee, or the immediate supervisor will attempt to contact relatives, neighbors, or faith-based institutions, as appropriate.

5. The school district may send a staff member to the scene of the accident, if appropriate.

Adopted: December 10, 2012

- d. Will allow local law enforcement officials to control the scene upon their arrival.
3. School staff members, upon receiving notice the school needs to be in a lockdown situation, will:
 - a. Turn off all lights, close blinds/shades and turn off electronic equipment;
 - b. Instruct pupils to be absolutely quiet and discourage the individual use of cellular telephones;
 - c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;
 - d. Close and lock doors and windows from inside the room, if possible;
 - e. Secure all staff, pupils and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;
 - f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and
 - g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.
4. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any pupils in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
5. Teachers shall take pupil attendance for the pupils within their secured area and report any additional pupils in the room and any missing pupils.
6. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.
7. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.
8. Lockdown Procedures for Those in Exposed Areas - Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these

pupils may be at risk re-entering the building, the pupils may be directed to another secure location off school grounds and/or away from the building.

B. Procedures After Lockdown Situation is Brought Under Control

1. After the lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the lockdown situation has ended.
2. Evacuation of the building after the lockdown situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures.
4. The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.
5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school lockdown situation.

These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education – 2010

Issued: March 30, 2009

Revised: March 14, 2011

August 29, 2011

R8420.10 ACTIVE SHOOTER

Number: 8420.10 Statute:
Date: March 14, 2011 To Code:
Revised: August 29, 2011
Group: Cadence:

Title: ACTIVE SHOOTER

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to pupils and school staff. Intruders may possess weapons or other harmful devices. In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.

- A. Procedures in the Event of an Active Shooter in the School or on School Grounds
 1. If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:
 - a. Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;
 - b. Contact local law enforcement;
 - c. Inform the Superintendent of Schools;
 - d. Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;
 - e. Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and
 - f. Direct staff and pupils outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.
 2. The Principal and/or designee will also:

- a. Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;
 - b. Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;
 - c. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and
 - d. Will allow local law enforcement officials to control the scene upon their arrival.
3. School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:
- a. If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;
 - b. Turn off all lights, close blinds/shades, and turn off electronic equipment;
 - c. Instruct pupils to be absolutely quiet and not to use any individual electronic communication device;
 - d. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct pupils away from doors and windows wherever possible;
 - e. Close and lock doors and windows from inside the room, if possible;
 - f. Secure all staff, pupils, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;
 - g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and

communicate to building occupants the active shooter situation has ended.

2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.
3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.
4. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.
5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.
6. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.

These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.

Critical Incident Response Procedures for School Administrators, Faculty and Staff – The New Jersey Office of Homeland Security and Preparedness and the New Jersey Department of Education - 2010

Adopted: March 14, 2011

Revised: August 29, 2011

R 8431 TOXIC HAZARD PREPAREDNESS

Number: 8431

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Toxic Hazard Preparedness

The following procedures are established to guide the Toxic Catastrophe Preparedness Officer.

1. The THP Officer should obtain municipal tax maps of the area within the survey zone and mark on the maps the location of each facility that is potentially dangerous: chemical plants, waste treatment plants, industrial plants, dumps, storage yards, hazardous waste disposal sites, and so forth.
2. The THP Officer should contact county health departments and the fire and police departments in municipalities within the survey zone to determine which, if any, have completed a plan for emergency response to industrial accidents.
3. The THP Officer should contact the county health department and local fire and police departments and solicit their cooperation in determining the facilities that may pose a danger to one or more district schools.
4. The THP officer may obtain information regarding compliance with the Worker and Community Right to Know Act by calling 609-984-0615. Information regarding compliance with the Toxic Catastrophe Prevention Act may be obtained by calling the project office at 609-984-3011. A copy of a facility's environmental survey may be requested by written request to

New Jersey Department of Environmental Protection
Division of Environmental Quality
Labor and Industry Building
Room 1110 CN 027
Trenton, New Jersey 08625

5. The THP Officer should visit each of the facilities identified and attempt to enlist the aid of the plant manager. Without suggesting that the plant is mismanaged or a threat to the community, the THP officer should seek the plant manager's cooperation in
 - a. Notifying immediately the district central office and, if appropriate, the principal of one or more schools in the event of an accident that might adversely affect pupils and staff members;
 - b. Suggesting appropriate measures to be taken in response to an accident;

- c. Suggesting appropriate emergency equipment and supplies that should be kept on hand in the school nurse's office for use in the event of an industrial accident; and
 - d. Training the district nursing staff in coping with the consequences of exposure to a hazardous substance.
6. The THP Officer shall request local fire and police officers to notify school officials immediately in the event of an industrial accident known to them which might adversely affect pupils and school staff members. The THP Officer shall also request the aid of fire and police officers as outlined in ¶7 b, c, and d.
7. The THP Officer will assist the Superintendent in planning and implementing an in-service program to train school district employees in recognizing a toxic condition and responding properly to the hazard.

Issued: April 14, 1997

R 8441 CARE OF INJURED AND ILL PERSONS

Number: 8441

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Care of Injured and Ill Persons

A. Immediate attention

These regulations apply when a person--pupil, staff member, or visitor--on school premises or in the course of a school-sponsored event or field trip is injured or becomes suddenly ill. The school staff member or other responsible adult present who takes charge should act quickly but not hastily.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the principal. The report may be made directly (over an intercom) or by another adult or by a pupil messenger.
2. If it is clearly evident that the illness or injury is serious, emergency medical assistance shall be immediately summoned by telephone call to 911.
3. The victim shall be examined for breathing obstructions, bleeding, and broken bones.
4. The victim shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem such as diabetes or epilepsy.
5. The victim will not be moved, except as may be absolutely necessary to remove the person from a dangerous environment. If necessary, furniture or equipment will be moved to permit space around the victim.
6. The victim should be made as comfortable as possible, without moving him or her, by loosening binding clothing and providing warm coverings.
7. No food or liquid should be given to the victim except on the orders of a health professional.
8. The victim should be calmed with assurances that he or she is receiving or is about to receive aid.

B. Emergency first aid procedures

The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.

1. ALLERGIC REACTIONS

The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.

In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.

2. BLEEDING, SEVERE

- a. Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.
- b. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.
- c. Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.
- d. A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.

3. BREATHING OBSTRUCTION

- a. Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately. Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.
- b. Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.
- c. If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.
- d. If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.

4. BURNS, MAJOR

The victim has sustained a second- or third-degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.

- a. If the burn was caused by exposure to a chemical,

- (1) Flush the affected area under cool running water for at least fifteen minutes;
 - (2) Apply any first aid measures specified on the chemical container;
 - (3) Cover the burn with a cool, wet dressing; and
 - (4) Take the victim to hospital emergency services.
- b. If the burn is a second degree burn that covers an area less than two or three inches across
- (1) Rinse the burn with cool water and gently wash and rinse the burned area;
 - (2) Spray with an antiseptic spray and cover with a sterile dressing;
 - (3) Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and
 - (4) Do not break blisters to avoid the risk of infection.
- c. If the burn affects an area more than two or three inches across or is a third degree burn,
- (1) Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal and
 - (2) Wrap the victim loosely in a clean sheet and transport him or her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.

5. CONCUSSION

The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting

- a. Keep victim lying down and warmly covered.
- b. Ice may be applied to head.
- c. Medical attention must be sought to determine extent of injury.

6. CONVULSION OR SEIZURE

- a. Protect the victim from self-injury by lying him or her down, preferably on a padded surface, and loosen his or her clothing.

- b. Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled-up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.
- c. Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.
- d. If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.
- e. If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

7. INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger, vision disturbance; normal or shallow respirations; full and pounding pulse; irritability.

- a. Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.
- b. After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.

8. DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.

9. HEAT EXHAUSTION

The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.

- a. The victim should lie down with his or her head lower than the body.
- b. The victim should be protected from chilling.

c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.

10. POISONING

a. Call the Poison Control Center at 800-962-1253 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.

b. If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.

c. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.

d. If the poison is not corrosive or a petroleum product (see ¶B10e) and the victim is not unconscious, induce vomiting by

(1) Administering one to two tablespoons of ipecac syrup followed by water or

(2) Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.

e. If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.

f. Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.

11. SHOCK

The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.

a. Keep the victim covered and lying down, with feet raised higher than the heart.

b. Loosen tight clothing and keep the victim comfortably warm.

c. If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.

C. Routine first aid care

The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.

1. ABDOMINAL PAIN

- a. Take the victim's temperature and pulse rate.
- b. Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.
- c. Require victim to lie down for rest period.
- d. If pain does not diminish or intensifies, notify parent.

2. ABRASIONS AND LACERATIONS

- a. Wash area gently with bland soap and cool water, rinsing carefully.
- b. Apply an approved antiseptic.
- c. Cover area with a light protective adhesive bandage.

3. BITES and STINGS

- a. A wound resulting from the bite of an animal--dog, cat, hamster, mouse--should be treated as follows:
 - (1) Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.
 - (2) If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.
 - (3) Attempt to identify and capture animal.
 - (4) If the wound is caused by a dog, the police must be notified.
 - (5) Check the immunization record of the victim for most recent tetanus/diphtheria booster date.
 - (6) Notify the pupil's parents or guardian.
- b. A wound resulting from the bite of a human being should be washed and treated with antibiotics. The pupil's parent(s) or guardian must be notified.
- c. A bee sting should be treated as follows:

- (1) Remove the stinger by scooping it out of the skin.
- (2) Apply an ice pack or flush with cold water.
- (3) Apply calamine lotion or cream to ease itching and swelling.
- (4) If severe allergic reaction occurs, take the victim to hospital emergency services.

4. BLISTERS (other than those caused by burns)

- a. Apply a light protective bandage.
- b. Do not break; allow tissues to absorb fluid.
- c. If blister ruptures, wash with antiseptic and water and apply sterile dressing.

5. BOILS

- a. Apply dry dressing.
- b. If boil has erupted, cleanse area and apply sterile dressing.

6. BRUISES

- a. Apply cold compresses or ice to bruised area.
- b. If bruise is black eye, examine pupils of eye and check victim for head injury.

7. BURNS, MINOR

- a. Cool burned area under cold running water or with application of cold compress.
- b. Encourage victim to drink fluids.

8. DIARRHEA

- a. Take the victim's temperature.
- b. Call parent.

9. DISLOCATIONS

- a. Apply ice or cold compress.

- b. If possible, e.g., in the dislocation of a finger joint, apply a splint.
 - c. Take victim to hospital emergency services or a doctor's offices.
 - d. Notify pupil's parent(s) or guardian.
10. EARACHE
- a. Check victim's temperature and examine ear.
 - b. Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.
 - c. Call parent.
11. FAINTING
- a. Recline victim to lying position on his or her back. Loosen clothing for comfort.
 - b. Check victim for pulse rate and breathing; if necessary, apply CPR.
 - c. Permit victim to recover slowly.
 - d. If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.
12. FOREIGN OBJECTS
- a. If the object is in the eye,
 - (1) Wash hands and examine the inner surface of the lower lid by pulling lid gently down.
 - (2) Remove object with slightly moistened swab.
 - (3) If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.
 - (4) Eye may be flushed with clean running water to dislodge object.
 - (5) If object remains, take victim to hospital emergency services or doctor's office.
 - b. If the object is in the ear,
 - (1) Use tweezers to remove any soft object that is clearly visible.
 - (2) Tilt the victim's head so that affected ear is downward and gently shake the victim's head.

- (3) Place oil in ear only to immobilize an insect in the victim's ear.
 - (4) If object remains, take victim to hospital emergency services or doctor's office.
- c. If the object is in the nose,
 - (1) Use tweezers to remove any soft object that is clearly visible.
 - (2) Have victim gently blow his or her nose once or twice to attempt to dislodge the object.
 - (3) If object remains, take victim to hospital emergency services or doctor's office.
- d. When a foreign object has been swallowed or is in the victim's air passages,
 - (1) Apply the Heimlich maneuver.
 - (2) Remove victim to hospital emergency services.

13. FRACTURES

- a. When the fracture is simple (no wound or break in skin),
 - (1) Support the fracture with a splint or bandage, as required.
 - (2) Take the victim to hospital emergency services or a doctor's office.
- b. When the fracture is compound (punctures the skin),
 - (1) Take measures to stop the bleeding and apply a protective dressing to the wound.
 - (2) Provide support but do not move or handle the injured part until the bone has been splinted.
 - (3) Summon the ambulance and keep victim warm and comfortable.
- c. When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,
 - (1) Do not move the victim; be careful to keep neck in alignment with the rest of the spine.
 - (2) Control any bleeding with gentle direct pressure.

(3) If it is absolutely necessary to move victim (to remove him or her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.

(4) Summon an ambulance to take the victim to hospital emergency services.

14. HEADACHE

- a. Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.
- b. Take victim's temperature.
- c. Have victim rest for ten minutes.
- d. Offer fluid and apply ice pack to back of head.
- e. In case of frequent recurring headaches or complicating symptoms, notify parent.

15. MENSTRUAL DISCOMFORT

- a. Have victim rest and apply heating pad for thirty minutes.
- b. If parental permission has been given, administer analgesic.
- c. If pain is severe, notify parent.

16. NOSEBLEEDS (not associated with head injury)

- a. Have victim sit with head angled slightly forward so that blood cannot run back into the throat.
- b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.
- c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.
- d. If bleeding stops, gently remove packing after thirty to sixty minutes.
- e. If bleeding cannot be stopped or recurs frequently, notify parent or take victim to doctor's office.

17. POISON IVY, OAK, SUMAC

- a. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.
- b. After rash appears, apply calamine lotion to lessen itching and burning.
- c. Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.

18. SORE THROAT

- a. Check victim's temperature.
- b. Observe throat for infection, redness, swollen tonsils, and the like.
- c. If fever or complicating symptom is present, notify parent.

19. SPLINTERS

- a. Cleanse area with soap and water, followed by alcohol.
- b. Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.
- c. If splinter is imbedded, do not remove. Notify parent.

20. SPRAIN

- a. Eliminate all stress on the injured part.
- b. Keep the area raised, elevated on a pillow or sling.
- c. Apply ice pack or cold compresses to the injured part to keep swelling down.
- d. Bandage with elastic bandage for support.
- e. Notify parent.

21. TEETH

- a. Apply a mild analgesic (Anbesol) to a mild toothache.
- b. If the toothache is severe, notify the parent and suggest dental care. A cold pack may be applied for temporary relief.
- c. If a tooth is broken or is knocked out, notify the parent.

d. A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.

Adopted: April 14, 1997

R 8451 CONTROL OF COMMUNICABLE DISEASE

Number: 8451

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Control of Communicable Disease

A. Detection of communicable diseases

1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.

2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:

- a. Pain, generalized or specific;
- b. Chills;
- c. Fever;
- d. Earache;
- e. Vomiting;
- f. Sore throat;
- g. Enlarged glands;
- h. Skin eruption;
- i. Running nose; or
- j. Red and discharging eyes.

3. A pupil who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.

- a. Chicken pox: small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
- b. German measles (rubella): a common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
- c. Measles (rubeola): cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.

- d. Mumps: tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
- e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
- f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
- g. Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
- h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
- i. Head lice (pediculosis): Itching scalp, presence of lice and nits at hair roots.
- j. Impetigo (staphylococcus infection): Lesions
- k. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
- l. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.

B. Exclusion from school

1. A pupil who exhibits any of the symptoms described in ¶A2 or whose condition suggests the presence of a communicable disease as described in ¶A3 will be sent to the school nurse's office. The teacher will insure that the pupil is accompanied by an adult or a responsible pupil.
2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the pupil is sent for medical assessment.
3. The school nurse will examine the pupil and, in consultation with the school medical inspector if the pupil's condition so indicates, recommend to the principal the pupil's exclusion from school for medical reasons.
4. In the event neither the school nurse or the school medical inspector is available to be consulted about the pupil's condition, the principal may determine to exclude the pupil from school.
5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and requested to come to

school to fetch the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be supervised at all times by a school staff member.

C. Readmission to school

1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he or she is free of communicable disease.
2. Evidence that a pupil is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the pupil.
3. In general, no pupil who has had a communicable disease will be readmitted to school until the number of calendar days indicated below has elapsed from the time the pupil first showed symptoms of having the disease.

Disease ---> Number of days

Chicken pox ---> seven days from onset of rash

German measles (rubella) ---> three days

Measles (rubeola) ---> seven days from onset of rash

Control of Communicable Disease

Mumps ---> seven days

Scarlet fever ---> when discharge ceases, not less than seven days

Whooping cough (pertussis) ---> twenty-one days from onset of cough

4. In general, pupils with other communicable diseases may be readmitted, with a physician's certification, when the symptoms of the disease have ceased.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health in the reporting of communicable diseases in schools.
2. The teacher may, with the advice and consent of the principal and the school nurse, inform the parents of pupils in his or her class that a pupil in the class has contracted a communicable disease. The information given to parents may include the specific symptoms of the disease and parents may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: April 14, 1997

- a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.

B. Reporting Requirements

1. The Superintendent shall:
 - a. Submit a report to the Department of Education in accordance with the provisions of N.J.S.A. 18A:17-46 of each incident of violence, vandalism and alcohol and other drug abuse in the school district utilizing the EVVRS;
 - (1) Prior to submission, the Superintendent shall review the report to verify that it is an accurate and final report of all incidences of violence and vandalism in all of the schools in the school district;
 - (2) Verify that the data entered onto the EVVRS are correct and in accordance with N.J.A.C. 6A:16-7.1(a)6; and
 - (3) Provide for the annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46.

D. Knowingly Falsifying The Annual Violence and Vandalism Report Required Under N.J.S.A. 18A:17-46

1. Whenever it is alleged that a school employee has knowingly falsified the report, the Board shall make a determination regarding whether the employee committed the act.
2. Any employee alleged to have knowingly falsified the report shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
 - a. The hearing shall take place within thirty business days of the date on which the employee is notified of the allegation;

- b. The employee shall be entitled to be represented by a person of his or her choosing and to present witnesses on his or her behalf; and
 - c. The Board shall notify the employee of its determination in writing within five school days of the hearing.
 3. Upon determination by the Board that an employee has knowingly falsified the report, it shall take one or more of the following actions:
 - a. Impose minor discipline on a tenured or non-tenured employee notwithstanding any other law to the contrary and if negotiated with the majority representative of the employees in the appropriate collective bargaining unit;
 - b. Withhold a tenured or non-tenured employee's increment for predominantly disciplinary reasons, which shall be subject to the grievance procedures established pursuant to law and shall be subject to the grievance procedures of section 8 of N.J.S.A. 34:13A-29;
 - c. File tenure charges with the Secretary of the Board in writing and with a written statement of evidence under oath to support such charges;
 - d. Terminate employment for an employee:
 - (1) For tenured employees, the termination shall be in accordance with the outcome of the proceedings in D.3.c. above; or
 - (2) Impose such other disciplinary sanctions as may be authorized by law.
 4. Any action taken by the Board pursuant to D.3. above shall be based on its consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.
 5. Any employee having been found responsible for the falsification of the report by the Board shall have the right to:
 - a. File a grievance under their respective bargaining agreements;
 - b. Appeal the Board's determination to the Commissioner of Education in accordance with N.J.A.C. 6A:3-1.3 through 1.17 and subsequently to the State Board of Education; or
 - c. Appeal the decision to the Superior Court of New Jersey.

6. The availability of appeal options shall be based upon the action taken by the Board.

A Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

Issued: June 9, 2008

Revised: August 29, 2011

- f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being or has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation. A child shall not be considered abused under this section if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.
2. An "Intern" means a post-secondary pupil or graduate in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:
 - a. There is evidence of physical injury to a pupil not likely to have been caused by an accident, regardless of the pupil's explanation of the injury;
 - b. A pupil complains of having been injured or having been sexually molested, with or without external signs of physical injury;
 - c. A pupil appears to be malnourished;
 - d. A pupil's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
 - e. A pupil complains of or indicates by other means that he or she has been subjected to threats or emotional abuse;
 - f. A pupil is excessively apprehensive, fearful, withdrawn, or aggressive;
 - g. A pupil is afraid to go home after school or arrives to school unreasonably early;
 - h. A parent or the caretaker of a child admits having abused the child;
 - i. The removal from school by the parent(s) or legal guardian(s), or other person having custody and control of the child that may be an indicator of additional grievous abuses; or

- j. School district personnel have any other reasonable cause to believe that a child has been subject to child abuse and/or neglect or acts of child abuse and/or neglect.

C. Notification Requirements for School District Employees, Volunteers or Interns

1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification.
 - (1) Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination against the reporter with respect to his or her employment.
2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

D. School District's Notification to Law Enforcement

1. The Building Principal or designee upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - a. Any school district or building level administrative staff member, in addition to the Building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.

2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

E. School District Cooperation with Designated Law Enforcement Authorities

1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the pupil in the presence of the Building Principal or designee.
 - (1) If the pupil is intimidated by the presence of the school representative, the pupil shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the pupil during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.
 - c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the pupil who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and N.J.A.C. 6A:32-7 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
 - d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the

school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.

e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the pupil to child welfare authorities while school is in session when it is necessary to protect the pupil or take the pupil to a service provider.

(1) Such removal shall take place only after the Building Principal, or designee, has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the pupil from his/her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.

f. The district will cooperate in the transfer of a pupil who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.

F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect

1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.

2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect shall occur only if there is reason to believe that the life or health of the alleged victim or other pupil is in imminent danger due to continued contact between the employee, volunteer, or intern and the pupil.

3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted: April 14, 1997

Revised: June 9, 2008

R 8465 HATE CRIMES AND BIAS INCIDENTS OCCURRING ON SCHOOL GROUNDS OR INVOLVING PUPILS

Number: 8465

Statute:

Date: April 14, 1997

To Code: 6:29-10.1

Group: OPERATIONS

Cadence: 1

Title: Hate Crimes and Bias Incidents Occurring on School Grounds or Involving Pupils

A. Definitions

1. A hate crime is any suspected or confirmed offense or unlawful act which is directed at or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity. An offense is bias-based and thus constitutes a hate crime if the motive for the commission of the offense or unlawful act is racial, religious, ethnic or pertains to sexual orientation. The designated bias incident offenses are:

- | | |
|----------------------------|--------------------------------------|
| 1. Murder | 10. Criminal Mischief |
| 2. Manslaughter | 11. Damage to Property |
| 3. Rape | 12. Weapons Offenses |
| 4. Robbery | 13. Sex Offenses |
| 5. Aggravated Assault | 14. Terroristic Threats |
| 6. Burglary | 15. Trespass |
| 7. Simple Assault | 16. Disorderly Conduct |
| 8. Fear of Bodily Violence | 17. Harassment |
| 9. Arson | 18. Desecration of Venerated Objects |

2. A bias incident is any suspected or confirmed offense or unlawful act which is directed at or occurs to a person, private property, or public property on the basis of race, color, religion, sexual orientation or ethnicity. An act is bias-based and thus constitutes a bias incident if the motive for the commission of the act or unlawful act is racial, religious, ethnic or pertains to sexual orientation. A bias incident need not involve an act which constitutes an offense.

B. Procedure For Reporting Hate Crimes

1. A school employee will notify the building principal whenever the school employee, in the course of his/her employment, develops reason to believe that:

- a. a hate crime has been committed or is about to be committed on school property; or

- b. a hate crime has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours; or
 - c. that a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on school property or during school hours.
 2. The building principal will notify the Superintendent, the Delran Police Department and Bias Incident Officer for the county prosecutor's office.
 3. The Principal and the Superintendent shall notify the Delran Police Department and the county prosecutor's office immediately if there is reason to believe the act of violence has been or is about to be committed against a student or there is reason to believe that a life has been or will be threatened.

C. Procedure For Reporting Bias Incidents

1. A school employee should notify the building principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. a bias incident has been committed or is about to be committed on school property; or
 - b. a bias incident has been or is about to be committed by any student, whether on or off school property and whether or not such bias incident was or is to be committed during school hours.
2. The building principal will notify the Superintendent and the Delran Police Department.
3. In deciding whether to refer the matter of a bias incident to the Delran Police Department and the county prosecutor's office, the building principal and the Superintendent, should consider:
 - a. the nature and seriousness of the conduct; and
 - b. the risk that the conduct posed to the health, safety and well-being of any student, school employee or member of the general public.
4. The building principal will consult with the Superintendent and should consider the possibility that the suspected incident could escalate or result in some form of retaliation which might occur within or outside school property.

D. Nature of Referral

1. The mandatory referral for suspected or committed hate crimes and the presumptive referral for suspected or committed bias incidents as described in the regulation is only a

request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.

2. Any referral in accordance with this regulation is not an accusation or formal charge.
3. Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.
4. All doubts by school officials should be resolved in favor of referring a matter to the Delran Police Department or the county prosecutor's office.

E. Concurrent Jurisdiction

1. Unless the Delran Police Department or the county prosecutor's office request otherwise, the school district will continue to investigate a suspected hate crime or bias incident occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. The school officials will discontinue the in-school investigation if the Delran Police Department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.

F. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias incident pending the arrival of the Delran Police Department or the county prosecutor's office.
2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Delran Police Department or county prosecutor's office.
3. The Delran Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

N.J.S.A. 2A:4A-60c
N.J.A.C. 6:29-10.1 et seq.

Issued: April 14, 1997

R 8467 WEAPONS

Number: 8467

Statute:

Date: April 14, 1997

Revision Date: February 13, 2012 To Code:

Group: OPERATIONS

Cadence: 1

Title: Weapons

A. Definitions

"Weapon" includes

1. Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
2. Components that can be readily assembled into a weapon.
3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.
7. Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.

9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

B. Confiscation

1. A school employee who confiscates any weapon shall immediately notify the school Principal.
2. The Principal shall immediately notify the Chief of Police of the Delran Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.
3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.
 - a. The Principal shall place the weapon in a box or container.
 - b. The Principal shall record or cause to be recorded on the container or on a document attached to the container,
 - (1) A description of the weapon;
 - (2) The name and signature of the person who confiscated the weapon;
 - (3) The date, time, and place the weapon was confiscated;
 - (4) The circumstances under which the weapon was confiscated; and
 - (5) The name of the pupil or staff member believed to be in possession of the weapon when it was confiscated.
 - c. The container will be placed in a secure location under lock and key and under the Principal's direct control.
 - d. In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.

- e. The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.
4. The Principal shall provide to the law enforcement officer who takes custody of the weapon:
 - a. All information concerning the manner in which it was confiscated;
 - b. The identity of all persons who had custody of the weapon following its confiscation; and
 - c. The identity of any pupil or staff member believed to have been in possession of the weapon.

C. Evacuation

1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:
 - a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;
 - b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or
 - c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.
2. Regular evacuation routes may be modified as required to protect pupils and staff members from danger.
3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.

D. Removal of Pupils from Educational Program

1. A pupil convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a pupil committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy 5611.
2. A pupil who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored

function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.

3. Removal of a pupil for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.
4. The Building Principal will immediately notify the pupil's parent(s) or legal guardian(s) if the pupil is found to be in possession of a firearm on school property or if a pupil commits an assault upon members of the school community with a weapon other than a firearm on school property.

Issued: April 14, 1997

Revised: February 13, 2012

R 8470 STRIKE EMERGENCIES

Number: 8470 Statute:
Date: April 14, 1997 To Code:
Group: OPERATIONS Cadence: 1

Title: Strike Emergencies

- A. Strike preparedness
- B. Daily activities during a strike
- C. Verification of staff absences
- D. Recruitment and appointment of substitute teachers
- E. Duties of substitute teachers
- F. Pupil transportation during a strike

These regulations will be distributed to the following staff members only:

- Superintendent
- School Board Administrator/Board Secretary
- Principals
- Board President

These regulations are to be considered confidential and must be secured by the staff member to whom they have been distributed, except that excerpts may be copied for the use of other staff members assigned to the maintenance of district operations. Each responsible administrator must be thoroughly familiar with the regulations for strike emergencies.

A. Strike Preparedness

1. A team will be established to gather and assess information regarding the possibility of a strike and the impact of any potential strike on district operations. The team will include appointed administrators and other reliable staff members. Team size and membership will depend on the size and polarization of the faculty. The team will be directed to
 - a. Gather information from employees, association representatives, the central office, and other reliable sources;
 - b. Inquire into the experience of administrators in neighboring school districts in which strikes have occurred;
 - c. Evaluate strike and prestrike activities carefully;
 - d. Anticipate the degree of strike participation and preparation by both teaching and support staff members;

- e. Anticipate the nature and extent of support that non-striking employees will provide to striking employees;
 - f. Anticipate acts of sabotage that might be perpetrated by striking employees, such as the withholding of roll books and keys, the removal of fuses from audio-visual equipment, the locking of cupboards, the destruction of film requisition forms, the disabling of district communications, and the removal of lesson plans;
2. Based on information gathered and assessed by the team, the Superintendent will develop counter measures for anticipated problems; such measures may include, but need not be limited to
- a. Establishing criteria for a minimum day schedule;
 - b. An alternate method for taking pupil attendance;
 - c. The means of foiling potential acts of sabotage;
 - d. The frustration of attempts by striking employees to influence pupils to stay home and to intimidate teachers coming to school;
 - e. The use of unlisted, unmarked telephones, walkie-talkies, pay telephones, parents' telephones, and messengers; and
 - f. The means of defusing confrontations between striking and non-striking employees.
3. If a strike is anticipated, principals will take steps to prepare for the continual operation of the facility and delivery of instructional services. Principals should
- a. Insure that there are at least two copies of the current curriculum guide for each subject and/or grade available in the office or other appropriate location;
 - b. Insure that substitute teacher folders are up-to-date and provided with all necessary materials;
 - c. Establish alternate pickup points for pupils for the use of bus drivers; and
 - d. Prepare information to assist substitutes and volunteers by requiring each teacher to complete a form that includes the
 - (1) Names and subjects of neighboring helpful teachers;
 - (2) Names of two or three responsible pupils in each section;

- (3) Location in the room of the regular roll book, regular seating chart, paper and pencils, commonly used texts, various report forms, frequently used supplies, etc.;
- (4) Supervision and extra curricular duties performed by the teacher;
- (5) Names of any pupils who might be difficult to handle; and
- (6) Information on class routines or rules that should be followed.

4. Administrators and all non-striking employees should be made aware that striking employees may use unorthodox and shocking methods in their efforts to sway the administration and the Board and to garner public support. Experience in other school districts has shown that lies, sabotage, threats, and harassments can be expected. Nonetheless, the conduct of administrators and non-striking employees must at all times be legal and meet high ethical and professional standards.

B. Daily activities during a strike

1. Principals are responsible for the operation of their school during a strike emergency. It will be assumed that the vice principal is designated to act in the principal's absence unless the principal informs the Superintendent to the contrary.
2. During a strike, district operations will be centralized in the Superintendent's office.
3. Principals will be provided with the following special supplies for use as necessary during a strike:
 - a. Light switch keys and keys for other locks not operable by the principal's master key and sets of keys to open classroom doors, desks, files, and cupboards;
 - b. A diagram showing all shut-off valves for water, gas, and electricity;
 - c. List of the nearest pay telephones with their locations; and
 - d. An emergency kit to be stored in a secure place and available only to the principal and the vice principal. As a minimum, the kit will contain
 - (1) Bolt cutters,
 - (2) A bull horn,
 - (3) Camera and film,
 - (4) An emergency first aid kit, and
 - (5) Items necessary for the use of audio-visual equipment such as projector bulbs, fuses, and heavy duty extension cords.

4. On every school day of the emergency principals will
 - a. Report to school one and one-half hours before the start of classes and assign at least one custodian and one secretary to report in at this time;
 - b. Inform the Superintendent of any changes in substitute requirements in teaching or support staff;
 - c. Be present at the picket line when employees are entering or leaving school;
 - d. Report attendance of pupils and staff to the Superintendent no later than 9 a.m.;
 - e. Document all incidents and absences;
 - f. Meet briefly each day with non-striking employees to update them on activities;
 - g. Meet daily with the Superintendent, and
 - h. Submit a Daily Building Report to the Superintendent.
5. The principal is responsible for the security of all school building keys, which should be kept in a locked place. Keys for substitutes should be carefully checked in and out daily. Lost keys must be reported immediately to the School Business Administrator/Board Secretary.
6. The principal will instruct strikers or disrupters who attempt to enter school grounds or harass pupils and employees that they are participating in an illegal activity. Such strikers and disrupters should be asked to leave the school grounds. Strikers and disrupters shall not be offered refreshments of any kind or allowed the use of school rest rooms.
7. The principal will summon law enforcement officials directly in the event of a dire and immediate emergency. All other requests for help should be directed through the centralized office.
8. The principal will notify the Superintendent directly if any part of the school facility requires immediate attention or emergency repair.
9. The continuity of the instructional program is of paramount importance; administrators should avoid being supportive of strikers and strongly support all staff members who are working to keep the schools open.
10. The Superintendent shall prepare a simple straightforward statement for release to the press. A sample statement follows:

The Delran School District is currently open and classes are being held for all grades with professional staff members, both regular and substitute. We believe that teachers who desire to teach should be entitled to do so and that pupils who desire to come to school and learn are also entitled to do so. We will keep the school open as long as we can provide a safe environment. Parents are encouraged to contact the school for information and may do so by calling 461-6800. The Delran School District will be operating on schedule until further notice. Parents are welcome to visit the school at any time and their assistance during this emergency situation will be appreciated.

11. The principal will forthrightly answer questions of the press related to the specific situation at his or her school. Any such answers must be confined to the facts and specifics of the situation and must not include opinions, subjective information, or rumors. A question that calls for a subjective assessment should be deflected and the questioner referred to the Superintendent for additional information. The following examples are illustrative.

- a. Question: "Is there picketing at your school?"
Answer: "Yes." or "No".
- b. Question: "How extensive is the picketing?"
Answer: " _____ [correct number] pickets are at the front entrance and _____ [correct number] are at the side entrance."
- c. Question: "Do you anticipate trouble?" or "What kind of mood are they in?"
Answer: "I do not care to assess the situation; I refer you to the Superintendent for further information."

12. The principal shall assume responsibility for opening and securing the school plant when custodial help is not available.

- a. All doors and windows must be secured and school rooms left lighted at night with blinds open.
- b. Pupil records, keys, substitute folders, and audio-visual equipment should be secured.

C. Verification of staff absences

1. During a strike emergency only sick leave and personal emergency leave will be authorized. The Superintendent will authorize employee absences when he or she determines that the disability or personal emergency claimed by a staff member would have warranted the employee's absence under normal conditions.
2. Any employee absence occurring during the period of the strike must be substantiated by a physician's certification or other authenticating documentation acceptable to the Superintendent. If the Superintendent believes that the documentation offered by the employee is questionable, he or she may require that the employee submit

to an examination by the school medical inspector to verify a claim of disability or submit additional verification of a claimed personal emergency.

3. Each unauthorized absence will result in full deduction of one day's salary for each day of absence.
4. It shall be assumed that an employee absent the first or any succeeding day of a strike will be absent the next day and each subsequent day, unless the employee reports his or her intention to return to work, by telephone call to the Superintendent no later than 9 p.m. of the day preceding the anticipated return day.
5. If an absent employee returns to work during the strike period, but fails to inform the district in accordance with paragraph C4 and a substitute teacher has been hired to fill the position, the returning teacher will not be allowed to perform his or her duties and will not be paid for that day.

D. Recruitment and appointment of substitutes

1. Substitutes shall be recruited and appointed by the Superintendent.
2. The Superintendent may appoint a group of staff members to call substitutes.
3. Candidates for appointment as substitutes may be assigned numbers, rather than named, for their inclusion in lists and other documents distributed to callers and other administrators.
4. Telephones with unlisted numbers will be provided for the purpose of calling substitutes. If the unlisted telephones are not installed and district telephones have been made inoperable, administrators will communicate with the centralized office and one another by walkie-talkie, pay telephone, the telephone of a cooperative parent, or by messenger.
5. If the first day of the strike can be anticipated, all available substitutes will be called on the day prior to the first day of the strike and will be requested to report to specific schools the following morning. The principal in each school will report any shortage or over-assignment of substitutes at his or her school to the Superintendent in the morning. Any necessary adjustments will be made as soon as possible.
6. On an unanticipated first day, available substitutes shall be called and assigned as quickly as possible and will be asked to report to school promptly. The principal in each school will report any shortage or over-assignment of substitutes at his or her school to the Superintendent and any necessary adjustments will be made.
7. On all subsequent strike days,
 - a. Each principal will call the Superintendent no later than 7 a.m. with a request for substitutes as soon as he or she can assess employee absences for the

- following day. The request will include the names of absent teachers, the subjects to be covered, reason for absences, and the approximate length of absence.
- b. Callers will telephone substitutes from unlisted, unmarked telephones at a central location.
 - c. When the list of substitutes is exhausted, the callers will notify the Superintendent, who will inform principals that an additional vacancies cannot be filled.
8. Non-striking professional employees not regularly assigned to classrooms, such as administrators, educational services personnel, and traveling teachers, may be assigned to substitute for absent classroom teachers.

E. Duties of substitute teachers

1. Substitutes are responsible for covering all regularly scheduled activities of the classroom teacher including homeroom, study hall, detention hall, and cafeteria supervision, unless specifically relieved of these duties by the principal. Substitutes will not be required to carry out extra-curricular responsibilities of the classroom teacher. Every effort shall be made to continue the regular instructional program, including the assignment of homework.
2. Substitutes should report to the principal's office thirty minutes before homeroom starts and must remain in the school building until the end of the school day unless given permission to leave by the principal.
3. Substitutes will carefully record pupil attendance. If regular roll sheets or seating charts are not available, substitutes will use a temporary roll sheet and seating chart for the duration of the strike.
4. Substitutes shall make a list of all assignments made and shall properly identify all written work done by pupils.
5. The name of any uncooperative or disruptive pupil should be left for the classroom teacher along with a description of the pupil's conduct.
6. At the end of the school day, substitutes shall return to the principal their substitute folders, keys, texts, materials, roll books, and seating charts.
7. Substitutes shall refrain from discussing the strike during class periods and in the presence of pupils.
8. Substitutes will check with the office at the end of the day to determine if the regular teacher will return to service the following day.
9. Substitutes are cautioned not to release their home telephone number to anyone who requests it. Such requests should be referred to the Superintendent's office.

F. Pupil transportation during a strike

1. Bus drivers are expected to continue to perform their assigned duties during a strike emergency. Parents will be told to expect bus service. Scheduled field trips will be conducted if an adequate number of staff is available.
2. In the event that district drivers do not report or do not perform their duties as scheduled, alternate busing will be arranged by the Director of Support Services with private charter lines.
3. If the school building is picketed, alternate pickup points will be established by the principal, in consultation with bus drivers, so that pupils are not required to cross lines.
4. If a minimum day is declared, an effort will be made to have buses report at the early closing time. If this cannot be done on short notice, bused pupils will be kept in the school until the bus arrives. In anticipation of a minimum day, an alternate bus schedule will be prepared by the Director of Support Services.

Issued: April 14, 1997

R 8530 CAFETERIA RULES

Number: 8530

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Cafeteria Rules

ELEMENTARY GRADES

The proper conduct of pupils during lunch period is important for the maintenance of orderly school operations. Teaching staff members who supervise the cafeteria shall follow these district rules to insure the smooth functioning of this activity.

A. Preparation for lunch

1. Teachers must inform the cafeteria by 9:30 a.m. of any special lunch orders and the names of those children so ordering. Parents must make known any special requests before their time also.
2. Teachers should take their pupils to the lavatory before entering the cafeteria.
3. Pupils who will be playing outside after lunch should be prepared to go outdoors.
4. Pupils should not carry school papers or books or play things into the cafeteria.

B. Entering the cafeteria

1. Teachers shall bring their pupils to the cafeteria punctually.
2. Teachers shall escort their pupils to the assigned table and ascertain that all pupils are seated. Table assignments cannot be changed without the approval of the teacher in charge.
3. Pupils must remain seated until their assigned aide or teacher instructs them to obtain lunch or excuses them individually.
4. Pupils carrying school things or play things must surrender them to the designated aide at the entry.

C. Obtaining lunch

1. Pupils shall proceed to the serving counter by the designated aisle in their proper turn and in an orderly manner.
2. Payment shall be by lunch ticket or cash.

3. Upon receiving lunch each pupil shall return directly to the assigned table by the designated route.

D. Eating lunch

1. Lunch table discussions among pupils will be conducted in conversational tones.
2. Pupils may not play with food, food containers, or utensils during lunch.
3. Pupils may not change places during lunch.
4. Pupils may not leave the lunchroom individually without permission.

E. Cleaning up

1. Pupils are to bring up their trays and properly dispose of refuse at the designated time.
2. It will be the responsibility of the teacher, aide, and pupils at each table to clean up the area both on and beneath the assigned table.
3. After disposing of refuse, pupils shall proceed in an orderly manner to their assigned area to await dismissal.

F. Dismissal

1. Pupils will be dismissed for recess one table at a time. There should be a continuous flow of pupils leaving the cafeteria without the necessity for waiting inordinately long periods of time.
2. No pupil may leave the cafeteria without an escort except those permitted to use the lavatory by the aide. Only one pupil at a time may be so excused.
3. Upon leaving the cafeteria under the direction of a teacher or aide, pupils should continue to remain walking in line to their designated recess area.

G. Discipline

1. Good behavior is expected of all pupils during the lunch period. Poor behavior should be penalized.
2. Disruptive or disrespectful pupils should, initially, be moved to a different table.
3. If changing tables does not result in more orderly conduct, the aide may isolate the pupil within the cafeteria setting, and report the discipline problem to the classroom teacher at dismissal time.

4. If the problem reoccurs, the teacher should contact the pupil's parent. Further reoccurrence should be referred to the office of the principal.
5. The principal may prohibit a chronically disruptive pupil from eating lunch in the school cafeteria.

Issued: April 14, 1997

R 8540 FREE AND REDUCED MEALS

Number: 8540

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Free and Reduced Meals

In order to accomplish the purposes of the National School Lunch Act, the Child Nutrition Act of 1966, the regulations and instructions governing the National School Lunch Program, School Breakfast Program and the Special Milk Program, issued there under, the New Jersey State Department of Education, hereinafter referred to as the "Department" and Delran Township School District hereinafter referred to as the "Sponsor" contract and agree that the Department and Sponsor shall understand that the following terms shall be construed to mean

A. Breakfast

A meal served to children during the morning hours which meets the nutritional requirements specified in 7CFR 220.8.

B. Fiscal Year

A period of twelve calendar months beginning with October 1 of any calendar year and ending with September 30 of the following calendar year.

C. Free Meal

A meal for which neither the child nor any member of his family pays or is required to work.

D. Lunch

A meal which meets nutritional requirements specified in 7CFR 210.10.

E. Milk

Milk which meets state and local standards for fluid types of flavored or unflavored whole milk, unflavored lowfat milk, skim milk or cultured buttermilk.

F. Nonpricing

A system which does not establish a separate charge for meals or milk served to children. This shall include any such program in which children are normally provided meals or milk in a school or child care institution financed by a tuition, boarding, camping or other fee, or by private donations or endorsements.

G. Nonprofit Food or Milk Service

Food or milk service maintained by or on behalf of the school for the benefit of children, all of the income from which is used solely for the operation or improvement of such food or milk service.

H. Nonpublic School (Nonprofit)

An elementary or secondary school in the state, other than a public school, organized and operated not for profit, offering education for grades kindergarten through 12, or any combination thereof, wherein a child may legally fulfill compulsory school attendance requirements; or a public or nonprofit, private, licensed residential child care institution not limited to group homes, orphanages, and juvenile detention centers. All nonpublic schools and residential child care institutions must be tax exempt under section 502(c)(3) of the Internal Revenue Code of 1954.

I. Pricing

A system of collecting a separate charge for meals or milk served to children that is not included in any tuition or boarding fee.

J. Reduced Price Meals

A meal which meets all of the following criteria:

1. The price shall be less than the full price of the meal.
2. The maximum price shall be established by the United States Department of Agriculture.
3. Neither the child nor any member of his family shall be required to supply an equivalent in work.

K. Sponsor

The governing body which is responsible for the administration of one or more schools and which has the legal authority to operate a school food service program therein. The term "Sponsor" also includes a nonprofit agency to which such governing body has delegated authority for the operation of a food service program in a school.

L. Verification

Confirmation of income information provided on the application for free and reduced price meals. Households selected for verification must be given written notice.

THE DEPARTMENT SHALL:

To the extent of funds available, reimburse the Sponsor for the National School Lunch Program, School Breakfast Program, or Special Milk Program in the schools listed in

Schedule A, hereto attached and made a part of, in any fiscal year during which this Agreement is in effect. The amount of reimbursement for each program on behalf of any school shall not exceed:

A. National School Lunch Program

The total amount equal to the number of lunches served to children multiplied by the rate of reimbursement assigned by the Department.

B. National School Breakfast Program

The total amount equal to the number of breakfasts served to children multiplied by the rate of reimbursement assigned by the Department.

C. Special Milk Program

The amount equal to the number of half pints of fluid milk served to children multiplied by the rate of reimbursement assigned by the Department.

THAT THE SPONSOR SHALL:

A. National School Lunch Program

1. Abide by all state and federal regulations and instructions governing the operation of the National School Lunch Program.

2. Serve lunches which meet the nutritional requirements of the School Lunch Pattern during periods designated by the school.

3. Encourage maximum participation in the National School Lunch Program.

4. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.

5. Plan for and prepare lunches on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for lunches served in excess of one reimbursable lunch per child per day.

6. Make the National School Lunch Program available to all children enrolled.

7. Promote activities to involve students and parents in the National School Lunch Program.

B. School Breakfast Program

1. Abide by all state and federal regulations and instructions governing the operation of the School Breakfast Program.

2. Serve breakfasts which meet the nutritional requirements for a school breakfast during morning periods designated by the school.
3. Encourage maximum participation in the School Breakfast Program.
4. Make maximum use of the reimbursement payments to reduce the price of meals to children as a means of encouraging participation.
5. Plan for and prepare breakfasts on the basis of participation trends with the objective of providing one meal per child per day. In no event shall the Sponsor claim reimbursement for breakfasts served in excess of one reimbursable lunch per child per day.

C. Special Milk Program

1. Operate the program only in a school that does not participate in the National School Lunch or School Breakfast Program.
2. Exception: Operate the program only for split-session kindergarten children that do not have access to any school meals in a school participating in the National School Lunch or School Breakfast Program.
3. Make maximum use of the reimbursement payments to reduce the price of milk to children as a means of encouraging participation and consumption of fluid milk by children.
4. Purchase milk pursuant to New Jersey statutes.
5. Decide whether to provide free milk to eligible children in the schools or sites under its sponsorship. Schools which provide free milk must make it available to all eligible children at times when milk is available to non-needy children under the program. Schools which do not provide free milk must be designated on the Schedule A under Special Milk Option.

D. Donated Commodities

Accept and use, within the allocation period and in as large a quantity as can be efficiently utilized in the school food service program, such foods as may be offered as a donation by the United States Department of Agriculture.

E. Price of Food and Beverage Items

1. Price the school breakfast or lunch as a unit. Set the price of children's meals not to exceed the maximum prices established annually by the Department.
2. Set the price of all ala carte items, including milk sold to adults, to cover all costs. Price meals served to adults to exceed the price of meals served to children by an amount equal to or greater than the price established by the Department.

F. Competitive Food Service

1. Ensure that all income derived from the sale of food and beverage items within a school, including those items sold from vending machines, accrues to the School Nutrition Programs' account or to a school approved, nonprofit organization, except that during hours when the School Nutrition Programs are in operation, all such income must accrue to the School Nutrition Programs' account.
2. Prohibit the sale of foods of minimal nutritional value, (carbonated beverages, water ices, chewing gum, certain candies: hard candies, jellies and gums, marshmallow candies, fondant, licorice, spun candy or candy coated popcorn) on the school property at any time before the end of the last lunch period in all schools which operate the National School Lunch Program, School Breakfast Program, or the Special Milk Program.

G. Ala Carte Food Service

Restrict extra food items offered during serving periods to those items recognized as making a significant contribution to the nutritional needs of children, or those items provided by the school as part of the lunch and/or breakfast. Restrict the number and type of such items offered in accordance with the "Nutritional Standards for School Nutrition Programs" published by the Department.

H. Nonprofit Requirement

1. Operate a nonprofit school food service program or milk program. Use all income solely for program purposes; provided, however, that such income shall not be to purchase land or to acquire or construct buildings.
2. Limit the net cash resources of the school food service program or the special milk program to no more than three month's average expenditures.

I. Policy For Free and Reduced Price Meals or Free Milk

1. Adopt and submit, annually, a copy of the Policy for Free and Reduced Price Meals or Free Milk to the Bureau of Child Nutrition Programs.
2. Follow the state guidelines in implementing said policy.
3. Develop and utilize procedures for collecting children's payments which prevent the overt identification of those children eligible for free or reduced price meals or free milk.

J. Verification

1. Verify a minimum of 3% or 3,000, whichever is less, of approved free and reduced price applications on file selected randomly; OR the lesser of 1% or 1,000 of total approved applications selected from non-food stamp households with incomes near the eligibility levels, plus the lesser of .5% or 500 of approved applications which substituted

a food stamp/AFDC case number for income information. All verification activity must be completed by December 15 of each school year.

2. Maintain on file, for review, a description of the verification efforts including:
 - a. Summary of efforts including the techniques to be used.
 - b. Total number of applications on file as of October 31.
 - c. Percentage or number of applications verified.
3. Households selected for verification must be given written notice.

K. Reimbursement Claims

A meal served to children during the morning hours which meets the nutritional requirements specified in 7CFR 220.8.

1. Claim reimbursement only for meals or milk actually served to children that meet the nutritional standards outlined herein.
2. Submit claims for reimbursement within 10 days following the calendar month of operation for which the claim is made. Federal regulations prohibit the payment of claims received after 60 days following the month of operation.
3. In no event shall the Sponsor claim reimbursement for free or reduced price meals served in excess of one reimbursable lunch and/or breakfast per child per day.
4. The authorized representative that signs each reimbursement voucher shall be responsible for reviewing and analyzing meal counts to ensure the accuracy of the claim.
5. The Sponsor acknowledges that failure to submit accurate claims will result in the recovery of an over claim and may result in the withholding of payments, suspension or termination of the program as specified in 7 CFR Section 210.24.
6. The Sponsor acknowledges that if failure to submit accurate claims reflects embezzlement, willful misapplication of funds, theft, or fraudulent activity the penalties specified in 7 CFR Section 210.25 shall apply.

L. Records

1. Maintain full and accurate records as required by the appropriate jurisdictions.

M. Audit Requirements

The Sponsor agrees to comply with the Single Audit Act of 1984 as specified in OMB Circular A-128, "Audits in State and Local Governments," or OMB Circular A-110, "Uniform Administrative Requirements for Grants and Other Agreements and Institutions

of Higher Education, Hospitals, and Other Nonprofit Organizations," and New Jersey Grants Management Informations System Manual.

N. Facilities

1. Maintain, in the storage, preparation and service of food, proper sanitation and health practices that meet the standards of the current sanitation code established by the New Jersey State Department of Health and all applicable state and local health laws and regulations. Maintain facilities to safeguard against theft.
2. A current inspection of each food service site by the board of health is required. The certificate should be posted in a conspicuous place.

The total amount equal to the number of breakfasts served to children multiplied by the rate of reimbursement assigned by the Department.

O. Anti-Discrimination

1. Make no discrimination because of race, sex, color, national origin, age, or disability against any individual participating in the nutritional program.
2. Assure the United States Department of Agriculture and the Department that it now complies with and shall in the future comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), Title IX of the Education Amendments of 1972 (20 U S.C. 1981 et seq.); Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28CFR 50.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which the sponsor receives Federal financial assistance from FNS: and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement. By accepting this assurance, the Sponsor agrees to compile data, maintain records and submit reports, as required, to permit effective enforcement of the nondiscrimination laws and permit authorized USDA personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, Food and Nutrition Services, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Sponsor and its successors, transferees and assignees, as long as they receive assistance or retain possession of any assistance from the Department. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Sponsor.
3. Collect and maintain on file the racial/ethnic breakdown of applicants for free and reduced price benefits on a school-by-school basis, in the period as specified in the appropriate bulletin published by the State Department of Education.

4. In the operation of U.S.D.A. Child Feeding Programs, no child will be discriminated against because of race, sex, color, national origin, age or disability. If you believe you have been discriminated against in any U.S.D.A. related activity, write immediately to the Secretary of Agriculture, Washington, D.C. 20250.

P. Nutritional Requirements

1. Serve meals which meet the nutritional requirements specified in the current regulations for the National School Lunch Program (7CFR 210), and/or School Breakfast Program (7CFR 220).

2. Provide specific training for cashiers to ensure proper identification and accurate recording of reimbursable lunches and/or breakfasts. Issue the nutritional requirements for lunch and/or breakfast, in writing, to each cashier.

Issued: April 14, 1997

R 8600 STUDENT TRANSPORTATION

Number: 8600 Statute: 39-1
Date: June 2, 2003 To Code:
Revised: November 24, 2009
Group: OPERATIONS Cadence: 1

Title: Student Transportation

General Requirements - Pupils Remote From School

A. The Board will transport:

1. Pupils who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.2(a)1. and (a)2., from their assigned district school of attendance;
2. Non-public school pupils who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.2,;
3. Charter school pupils pursuant to N.J.A.C. 6A:3.1 et seq.;
4. Special education pupils who reside remote from their assigned school and pupils who require transportation services in accordance with their Individualized Educational Program (IEP);
5. School choice pupils pursuant to N.J.A.C. 6A:27-4.1;

Subject to the parameters defined in policy and listed below.

Nonpublic and Charter School Transportation

A. The Board will transport resident children who attend a non-public or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district.

B. Pupils living more than twenty miles from their non-public or charter school are eligible for transportation services when other pupils living within the district, whose residence is less than twenty miles from school, are transported to the same non-public school. These pupils living more than twenty miles from the school (maybe or are) required to utilize existing bus routes and stops established for pupils living within the district and within twenty miles of the non-public school.

C. Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) pursuant to N.J.S.A. 18A:39-1.

The Board will provide transportation to and from school for public school pupils less than remote from their school in accordance with the parameters listed above.

Hazardous Routes

The Board will approve all bus routes each school year. Those bus routes for all non-remote pupils who must walk to and from school along hazardous routes will be designated. The Board will consider, but shall not be limited to the criteria outlined in N.J.S.A 18A:39-1.5 in determining “Hazardous Routes” as follows:

1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

The Board of Education shall consider for designation, any route nominated by the Municipal Police Department, meeting the criteria listed above.

Charter School Transportation

- A. The Board will provide transportation or aid in lieu of transportation to charter school pupils pursuant to N.J.S.A. 18A:39-1.
- B. The Board is responsible for to and from charter school transportation for the pupils that reside within the district.
- C. Pupils residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district’s policies for public school pupils.
- D. Pupils who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is

provided to other public school pupils residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.

E. The expenditure for charter school pupil transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual non-public maximum expenditure per pupil in accordance with N.J.S.A. 18A:39-1.

F. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any other public school, charter school, and/or non-public school.

Subscription Busing

Subscription busing may be provided whenever deemed necessary by the Board of Education. Parents may also request courtesy busing via the Township of Delran.

Cooperative Transportation Services

A. When the Board provides transportation of pupils to and from the county vocational schools and/or pupils classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any non-public schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize the Burlington County Educational Services Unit for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.

B. The Board will attempt to use the cooperative services provided by Burlington County Educational Services Unit prior to determining to pay aid in lieu of transportation.

C. The Board will provide Burlington County Educational Services Unit with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.

D. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39—11.1 and shall notify the non-public school and the parent(s) or legal guardian(s) of the non-public school by August 1 prior to the beginning of the school year.

E. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost or the transportation request does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.

School Bus Use and Standards

- A. The Board requires that all buses bid or purchased shall be equipped with seat belts and belt cutters.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner.
- C. The Board requires every school bus bid or purchased that is used to transport public, non-public and/or charter school pupils will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- D. School bus purchase, use and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq.

Operation and Management of Transportation System

- A. The district shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all pupils transported by the Board in accordance with N.J.A.C. 6A:27-11.1 and 6A:27-12.1 et seq.
 - 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 - 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq..
 - 5. Provide to-from busing within 48 hours [business days only] from receipt of the proper authorization to begin the service.
- B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.

Busing Parameters

Transportation will be provided to and from a child care provider in accordance with the provisions of applicable law and code under the following conditions:

1. The child care provider shall be located at a residence positioned outside of the designated walking zones at a location which would normally be eligible for transportation. Additionally, the student's residence, with the exception of those children attending Millbridge School, must be located outside of the designated walking zones.
2. The alternate (child care) pick-up and drop-off location of the student shall be the same and shall remain the same each day of the week.
3. A maximum of one alternate schedule shall be in effect for each child in addition to the child's regular to and from home schedule. This alternate schedule shall be in effect Monday through Friday and shall, in all other practices and circumstances reflect the requirements placed upon student riders who are transported from their permanent residence.
4. A formal application for alternate transportation, signed by the parent(s) or legal guardian must be on file with the Support Services Department prior to the stipulated submission deadline. Said application must include the students name, permanent address and phone number, the child care providers name, address and phone number and language which specifically requests and authorizes the Board of Education to transport the student to and from a location other than the students permanent residence.

Alternate transportation will be provided on a space available basis. Neither additional transportation nor re-routing of existing buses will be considered.

5. Routes for transporting eligible non-public school students shall be established by the district transportation office, provided the cost does not exceed the state established maximum cost/pupil for non-public student transportation. When route costs exceed the allowable amount, parents or legal guardians of eligible non-public students shall receive the payment in lieu of transportation established annually by the New Jersey Department of Education, and shall be responsible for transporting their children to and from school. All applications for non-public transportation or payments must be made in accordance with N.J.S.A. 18A:39—1 et seq. and N.J.A.C. 6:21—2.1 et s

B. Alternate transportation schedules may be changed during the course of the year should child care arrangements change. However, all conditions previously listed shall remain in effect and no alternate schedules shall be considered prior to receipt of a written request.

C. All initial requests for alternate transportation must be received no later than July 15.

1. All applications for child care arrangements must be renewed on an annual basis.
2. Changes to child care schedules will require a minimum of 48 hours from the time and date that the request letter is received by the Support Services Department.

Walking Students

A. Walking paths and distances shall be determined by following the shortest route along public roadways or public walkways from the entrance of the students residence to the nearest public entrance of the assigned school pursuant to New Jersey Statute 18A:39.

The presence or absence of public sidewalks may not be used as a specific criteria for determining walking distances.

B. Walking Zone distance restrictions are defined as follows:

Grades K - 2 As described below.

Grades 3 - 5 As described below.

Grades 6 - 8 As described below.

Grades 9 - 12 As described below.

Walking zones for each school are defined as described below:

Millbridge School Students living at the following locations shall be designated as walkers:

Stevens Drive Hunter Drive between Stevens and Cornell
Cornell Drive Conrow Road between Stevens and Hartford
Purdue Drive Army Drive Navy Drive
Auburn Drive Janeway Avenue Oneda Avenue
Ohio State Drive Lehigh Drive to Haines Mill Road
Swedes Run Drive – 200 block between Conrow Road and Patricia Avenue
Echo Court Echo Avenue Cooper Street
Hartford Road and any street in the Grande or Summerhill developments to a distance of one (1) mile to the school.

Delran Intermediate School Students living at the following locations shall be designated as walkers:

Clay Street Bridgeboro Road between Rancocas and Creek
Rancocas Avenue Creek Road between Route 130 and Bridgeboro
Mulberry Street Church Street Walnut Street
Chestnut Street Union Street Ash Street
Ferry Street Spruce Street Center Street

Delran Middle School: Students in grades six to eight shall walk to school in accordance with State of New Jersey pupil transportation regulations excepting: no student shall be required to cross Route 130; no student residing in Hunters Glen shall be required to walk to school along Route 130; no student residing in Riverside park shall be required to cross the tracks operated by the SNJLRTA.

Delran High School: Students in grades nine to twelve shall walk to school in accordance with State of New Jersey pupil transportation regulations excepting: no student shall be required to cross Route 130.

C. The Office of Support Services shall annually construct transportation routes for all district schools, schools served by the district and special activities. These shall be approved, on an annual basis, by the Board of Education.

1. Routes shall be designed in such a way as to minimize the travel time between home and school for students.
2. Every effort shall be made to limit the total time from home to school to no more than thirty (30) minutes and to have the bus follow the most direct route to its destination.
 - a. There shall be no specific limit as to the total number of stops which comprise an individual route. The only limiting factor shall be the vehicles maximum load capacity and route time allotment.
3. Every effort shall be made to maximize the student load on each bus.
 - a. Initial loading of buses shall be limited to forty-five (45) students in order to allow for changes and additions.
 - b. No bus shall be allowed to operate over its designed passenger capacity.
4. All parochial and private schools being served by the Delran Township Board of Education shall utilize the bus stops described above. Stops shall be assigned in accordance with the grade levels being served.
5. Additional stops shall be added for each school in order to accommodate those students who would be prevented from walking to school or to a bus stop previously specified, due to walking hazard restrictions.

Bus Discipline

A. Responsibility for bus discipline shall be shared by the Building Principals and the vehicle operator.

1. The vehicle operator shall be responsible for bus discipline as follows:
 - a. Take immediate action to quell any disturbance which puts at risk any student rider, pedestrian or the vehicle and/or its occupants as whole.
 - b. Report any disturbance or circumstance described above or any disturbance or circumstance which may lead to a situation described above. Reports are to be made using the Bus Conduct Report. In cases requiring immediate action, vehicle operators are to report disturbances to the Building Principal and/or the Supervisor of transportation as soon as it is feasible to do so.

- c. Provide routine supervision of student riders while on the bus and/or when observed at the bus stop.
- 2. The Building Principal shall be responsible for bus discipline as follows:
 - a. Take immediate action to quell any disturbance which puts at risk any student rider, pedestrian or the vehicle and/or its occupants as a whole.
 - b. Make decisions regarding any formal disciplinary action to be taken.
 - c. Assist, as required, in providing routine supervision of student riders while on the bus and/or when observed at the bus stop.
- B. Disciplinary action shall be taken in accordance with current policy.

Revised: June 2, 2003

November 24, 2009

R 8600.1 INTRODUCTION

Number: 8600.1

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Bus Duty Procedures

1. Bus duty will be covered at assigned stations by scheduled teachers.
2. As soon after the last scheduled period as possible, teachers report to their proper stations.
3. Students are to wait in an orderly fashion at bus stations.
4. When the buses are in place and the pupils are at their stations, bus numbers will be called.
5. The teachers at the door will dismiss the pupils when satisfied with orderliness of the line.
6. Buses should not leave until signaled to do so.
7. Under no circumstances should pupils stand near the curb or driveway until the buses are in place.
8. Buses are directed into position along the curb by the teachers.
9. Any pupil who does not cooperate is to be brought to the Main Office immediately, and the student's parents will be called. The student will receive discipline action and may have his/her bus riding privilege suspended.

Late Bus Procedures

1. There are two late buses to accommodate those pupils with obligations beyond the normal school day.
2. Only pupils who have been detained by a faculty member (for such reasons as academic assistance, club or athletic activity, detention, etc.) may ride the late buses.
3. Pupils waiting for the arrival of the bus must be seated at their designated station. Roaming the building will be cause for removal of bus riding privileges from the late bus.
4. Pupils should not leave the cafeteria until the bus has come to a complete stop. Under no circumstances should students be waiting at curb side for the late buses.
5. Rules and regulations governing student behavior remain in force in accordance with Regulation 8631.

6. Pupils who violate bus behavior rules and regulations while riding the late buses will have their late bus privileges withdrawn for a period of time determined by the school administration.

7. Pupils must receive the proper late bus passes from the teachers who keep them. Bus drivers will not permit students on the bus without the proper bus pass.

Issued: April 14, 1997

R 8630 EMERGENCY SCHOOL BUS PROCEDURE

Number: 8630

Statute:

Date: April 14, 1997

To Code:

Revised: December 10, 2012

Group: OPERATIONS

Cadence: 1

Title: Emergency School Bus Procedure

The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.

A. Bus Exit Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for pupils who are transported to and from school and at least once per year for all other pupils.
2. The school bus driver will participate in the drill.
3. Bus exit drills will be conducted on school property and will be supervised by the Principal or by a person assigned by the Principal to supervise the drill. The drill will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of pupils.
4. The portion of the drill involving the use of the rear emergency door, which requires pupils to jump a thirty-inch drop, need not be performed by every pupil; a few pupils may demonstrate for the others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct pupils that lunches and books should be left on the bus in the evacuation

procedure;

- g. Appoint older, bigger pupils to assist younger, smaller pupils in their exit from the bus;
- h. Have pupils leave bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
- i. Instruct pupils to group in a safe place fifty "giant steps" away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and
- j. Tolerate no pupil misbehavior in the conduct of the drill; the failure of any pupil to follow directions must be reported to the Principal.

B. Additional Precautions

1. A pupil leader will be appointed to assist the school bus driver. A pupil leader will be selected on the basis of the pupil's maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The pupil leader will be trained to substitute for the bus driver in the event of the driver's incapacitation.
2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
3. Each school bus shall be equipped with:
 - a. A list of the pupils assigned to that bus;
 - b. A first aid kit approved by the school medical inspector and inspected regularly by the school nurse;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and
 - d. Flags or flares or other warning devices.
4. Each school bus driver shall:
 - a. Daily survey his/her bus for possible hazards;

- b. Keep aisles and passageways clear at all times;
- c. Maintain pupil discipline on the bus;
- d. Prohibit the presence of any animal, firearm, ammunition, weapon, explosive, or any other dangerous material or object on the school bus;
- e. Report promptly to the Transportation Supervisor, any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the Transportation Supervisor, any deviation in the bus route of schedule;
- g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and
- i. Not smoke, eat, or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils.

C. General Emergency Rules

1. The school bus driver is responsible for the safety of the pupils on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his/her pupils at all times.
2. The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he or she has stopped the motor, removed the ignition key, set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or
 - c. The bus is disabled for any reason and

- (1) Its stopping point is in the path of a train or is adjacent to a railroad track,
 - (2) A potential exists for the position of the bus to shift thus endangering pupils, or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
4. When a school bus is evacuated, pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Pupils who have been evacuated from a school bus shall be moved to a safe place at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other provisions can be made.
6. No pupil shall be allowed to beg a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. Whenever a school bus is disabled in the course of providing pupil transportation, the driver, or a responsible person appointed by the driver, will notify the Principal of the number and location of the bus and the circumstances of the disability. The Principal will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.

D. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.
 - a. The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the Transportation Supervisor of the district providing the transportation.
 - b. The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils.
 - c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Director of Support Services.

- d. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s): driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
 - e. The driver will obtain the names and addresses of persons involved in the accident and, if possible, of witnesses.
 - f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the Transportation Supervisor providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Department of Education with the Principal of the receiving school. The written accident report must be accurate and complete.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in accident resulting in injury or death of any person or property damage in excess of \$500 shall, within ten days after the accident, complete and file a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent(s) or legal guardian(s) of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. When the school bus driver is incapacitated, the pupil leader shall take charge of the bus and will be responsible for implementing these procedures.

- c. If necessary, the bus will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and the auxiliary brake set.
 - d. If necessary, the pupil leader shall summon emergency medical services to aid the driver.
 - e. The pupil leader shall, in person or through a responsible delegate, immediately notify the Principal of the number and location of the bus and, to the extent that it is known, the condition of the driver.
 - f. The Director of Student Services shall immediately arrange for the transportation of the pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the pupil until emergency medical help arrives.
 - d. If the pupil's injury is not serious, and
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the pupil's parent(s) or legal guardian(s).
 - (2) Occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his/her parent(s) or legal guardian(s) or to a responsible adult at the pupil's home or if no one is home the injured pupil will be delivered to the nearest hospital emergency room.
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the pupil and notify the pupil's parent(s) or legal guardian(s).

- e. The school bus driver will immediately report the incident to the Principal of the school in which the pupil is enrolled. The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.

Issued: April 14, 1997

Revised: December 10, 2012

R 8631 BUS CONDUCT

Number: 8631

Statute:

Date: April 14, 1997

To Code:

Group: OPERATIONS

Cadence: 1

Title: Bus Conduct

Bus Regulations

The same standards of conduct that apply to the school also apply to the school bus. Each bus will load and discharge its passengers at an assigned place.

Pupils will:

1. Not eat or drink on the bus.
2. Show respect for the bus driver at all times.
3. Enter and leave the bus in turn.
4. Stay on the sidewalk until instructed to load the bus.
5. Keep the bus clean.
6. Be seated while the bus is in motion at all times.
7. Keep arms or objects out of the windows.
8. Obey all of the rules and regulations that apply to the school building and school property.

Bus problems will result in bus suspension.

Students may not ride a bus other than the bus to which they are assigned. Any exceptions to this must be approved by the school administration.

The Delran Township Board of Education has provided a late bus service for students involved in legitimate school activities beyond the school day.

Issued: April 14, 1997