

# Strauss Esmay Series 8000 Finances

## DISTRICT REGULATIONS

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**8310 - PUBLIC RECORDS (Regulation)**

A. Custodians of public records

The public records of this district will be collected and maintained by or under the immediate direction of appropriate school officials, as follows. The designated school official shall serve as custodian of the record.

Public records including all related documents	Custodian
Board of Education policy manual	Board Secretary/ School Business Administrator
Superintendent's manual of administrative regulations	Board Secretary/School Business Administrator
Minutes of public and private Board meetings and of all public hearings	Board Secretary/School Business Administrator
Annual audit and fiscal record	Board Secretary/School Business Administrator
Budget	Board Secretary/School Business Administrator
Payroll	Board Secretary/School Business Administrator
Purchasing records	Board Secretary/School Business Administrator
Board correspondence	Board Secretary/School Business Administrator
Reports to the Commissioner	Board Secretary/School Business Administrator
Grant applications and proposals	Board Secretary/ School Business Administrator
Election records, including special	Board Secretary/ School Business Administrator

referenda	
Sales of bonds	Board Secretary/School Business Administrator
Legal proceedings, including opinions issued by judicial or administrative authority in the adjudication of cases	Board Secretary/ School Business Administrator
Negotiated contracts	Board Secretary/ School Business Administrator

B. Public access to records

1. Public records are available for inspection and copying in the office of the custodian of the record. No public record may be removed from the office in which it is kept.
2. Public records may be accessed during the regular business hours of the office in which the record is kept, except that the custodian of the record may delay access a maximum of one working day when immediate inspection or copying will unduly burden the custodian or frustrate the administration of his or her office.
3. Inspection and/or copying must be conducted under the supervision of the custodian or his or her designee and may, at the custodian's discretion, be limited to a reasonable length of time.
4. Members of the public may inspect a public record during business hours.
5. No person shall deface, amend, mark, destroy, obliterate, or alter in any way a public record or portion of a public record of this district. A person who violates this rule will be immediately denied further access to any public records and will be reported to the Board.

C. Copies of public records

1. A person inspecting a public record may make handwritten notes at any time. He or she shall not be required to surrender such notes or to reveal their content to the custodian or any other school official.
2. Where feasible and not destructive to the record, copies of a public record may be made by xerographic process and retained by the person inspecting the record.







## **8330 - PUPIL RECORDS (Regulation)**

### **M**

#### **A. Definitions**

1. "Access" means the right to view, take notes, and copy by hand or photo-reproduction.
2. "Adult pupil" means a pupil who is the subject of the record and is eighteen years of age or older, is attending an institution of postsecondary education, or is an emancipated minor. The Superintendent may determine that a minor pupil is emancipated on the pupil's presentation of evidence indicating that he or she is financially independent.
3. "Parent" means the natural or adoptive parent, custodial or noncustodial, whose parental rights have not been terminated by a court of competent jurisdiction; legal guardian; foster parent; approved parent surrogate; or legal custodian of the pupil who is the subject of the record and includes only such persons for whom access is authorized at D1a. In the event parental rights have been terminated or limited by a court of competent jurisdiction, the pupil's legal custodian must so notify the custodian of the pupil's file, by submission of appropriate legal documentation, in order that improper access to the pupil's records is not granted.
4. "Pupil record" means any information in tangible form regarding an individual pupil enrolled or formerly enrolled in this district, regardless of its subject, source, or physical form, that is maintained for the purpose of review by a person other than the originator of the record. Information recorded by a teaching staff member solely to aid memory is not a pupil record for the purpose of this regulation; at the time such information is reviewed by another person, it becomes a pupil record.

#### **B. Authorized content of pupil records**

A pupil's file may include only the following mandated and permitted records.

1. The collection of the following mandated records is authorized:
  - a. Personal identifying data, including name, address, date of birth, citizenship, gender, and name of parent; personal data cannot include the pupil's religious or political affiliation, except as so requested by the adult pupil or parent, and cannot include any indication of the pupil's illegitimacy;
  - b. Daily attendance records;
  - c. Pupil progress reports, report cards, and grade transcripts;

- d. Grade level and program assignments;
  - e. Physical health records, including data collected pursuant to Policy No. 5310;
  - f. Records required and created in the identification, referral, evaluation, and classification of educationally disabled pupils and the provision of special education and/or related activities pursuant to Policy No. 2460; and
  - g. All other records required by the State Board of Education.
2. The collection of the following permitted records is authorized to promote the pupil's educational welfare:
- 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 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 parent;
  - 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 (C2);
- o. The statement of a parent or adult pupil regarding a contested portion of the record; and
- p. Entries indicating review of the file by an authorized person (D6).

C. Collection and maintenance of records

1. A pupil's records will be maintained in a single central file in the office of the school to which the pupil is assigned. The file of a pupil assigned to a program outside this district will be maintained in the office of the child study team.
2. In the event any record is kept in a place other than the pupil's central file, the central file will include a notation of the existence and location of the additional record.
3. The Principal is the custodian responsible for the collection and security of pupil records in his or her school. The al is the custodian responsible for the collection and security of pupil records maintained by the child study team. The school nurse is the custodian responsible for any physical health records and emergency notification forms maintained in the school nurse's office.
4. All pupil records will be securely maintained under lock and key to protect the integrity of the record and to prevent access by unauthorized persons. Secretarial and clerical personnel, including properly assigned aides, may handle and view pupil records only to the limited extent necessary to enter data, amend records, file materials, copy pages, and conduct routine clerical tasks, as specifically directed and supervised by professional personnel.
5. Any computer program utilized for the electronic storage and retrieval of pupil information must provide adequate security blocks to protect the records against improper access and alteration. An updated printout must be made of all computerized pupil records and will be maintained in strict accordance with Policy No. 8330 and these regulations.
6. The registration of a pupil transferring to this district must be reported to the Superintendent in order that prompt request for the pupil's records may be made.

D. Access to pupil records

1. The responsible custodian shall permit access to pupil records only by the following authorized persons:
  - a. The parent of

- (1) A minor pupil
  - (2) A financially dependent adult pupil when the parent has agreed not to disclose information contained in the record to a second or third party without the adult pupil's consent,
  - (3) An emancipated adult pupil with the written permission of the pupil, or
  - (4) An adult pupil who has been declared legally incompetent;
- b. A minor pupil with the written permission of his or her parent;
  - c. A pupil sixteen years of age who plans to terminate his or her education by graduation from high school or by withdrawal from school at the end of the term;
  - d. An adult pupil;
  - e. Teaching staff members who have assigned educational responsibilities for the pupil;
  - f. Representatives of accrediting organizations for the purpose of determining accreditation;
  - g. The Commissioner of Education and members of the New Jersey Department of Education staff who have assigned responsibilities that necessitate the review of pupil records;
  - h. Officers and employees of a state agency responsible for protective and investigative services for pupils referred in cases of suspected child abuse;
  - i. Representatives and persons outside the school who have been authorized by the written consent of the parent or adult pupil, provided that a written request for review, together with the required authorization, is first submitted to the custodian of the record and provided that the reviewer shall not transfer pupil record information to a third party without the written consent of the parent or adult pupil;
  - j. Representatives and persons not otherwise authorized, upon the presentation of a court order, provided that, absent a judicial order to the contrary, the parent or adult pupil has been given at least three days' written notice of the name of the requesting agency and the records requested; and

- k. Bona fide researchers approved by the Superintendent after the requesting researcher has submitted a written request that sets forth the nature of the research, the relevance of the records sought, and the researcher's assurances that pupil anonymity and confidentiality will be strictly guarded.
2. A request for inspection of pupil records submitted by an authorized person will be granted, provided any condition for access set forth in D1 has been met, as soon as is practical and no later than ten days after the request is received or any hearing or review to which the record is relevant, whichever first occurs.
3. No pupil record shall be altered or destroyed after review has been requested and before the requested review occurs. As soon as a request is received, the pupil's file will be flagged to prevent inadvertent clerical alteration. The flag will be removed when the review occurs.
4. Where access has been requested by a person other than a parent or pupil or teaching staff member educationally responsible for the pupil, access will generally be limited to the record or portion of the record relevant to the purpose for which access was granted.
5. The custodian of the record, or a teaching staff member appointed by the custodian, shall be present during the period of review to provide interpretation of the record as required; to prevent any alteration, damage, or loss of the record; and to limit review where such limitation is a condition of access.
6. Except for inspection by a parent, pupil, or teaching staff member educationally responsible for the pupil, every inspection of a pupil's record shall be noted in an entry in the file that sets forth the name of the person or persons granted access, the reason access was granted, the time and circumstances of the inspection, the records inspected, and the purposes for which the data will be used.
7. A record may be withheld from a parent or pupil authorized at D1a through D1d only when the Superintendent, in consultation with teaching staff members, determines that disclosure of the record would create a substantial risk of harm to the pupil or to a person with whom the record is concerned. The parent or pupil denied access shall be so informed in writing within five days and shall be notified of the right to appeal the denial of access to the Commissioner of Education.
8. An authorized person may request a photocopy of all or a portion of that part of the pupil's record to which the reviewer has been granted access. Copies will be made by district personnel for a fee equal to that charged for copies of the public records of this district, except that the fee may be waived for a parent or adult pupil who, in the judgment of the custodian of the record, might otherwise be prevented from exercising his or her rights of access and appeal under rules governing access to pupil records and the due process rights of educationally disabled pupils.

E. Release of information

Information in a pupil record, other than directory information defined in H1, may be released only to the following persons and under the following conditions.

1. In order to fulfill its legal responsibilities, the Board of Education may receive information contained in a pupil's record. Any request for such information must be made to the Superintendent by the Board duly convened. The information will be presented by the Superintendent to the Board in private session, except that the parent or adult pupil will be notified of the planned private discussion and, on the written request of the parent or adult pupil, the information will be discussed in a public meeting.
2. Teaching staff members may, in their discretion, disclose information in a pupil record to the minor pupil who is the subject of the record or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health and safety of the pupil or other persons.
3. A parent or adult pupil may be given information from that portion of another pupil's record that contains information about the parent's child or about the adult pupil.

F. Transfer of records

1. When a pupil transfers to another school district in New Jersey, the custodian of the pupil's records shall, within ten days of the receiving district's verification of the transfer,
  - a. Forward the pupil's mandated records to the receiving district with written notice of the transfer to the parent or adult pupil and
  - b. Forward the pupil's permitted records to the Superintendent of the receiving district on the written consent of the parent or adult pupil, except that permitted records may be forwarded to Passaic County Vocational School and Passaic County Alternative High School without written consent.
2. When a pupil departs permanently from this school district by transfer to a private school or a school district outside New Jersey, the parent or adult pupil will be notified in writing that a copy of the entire pupil record will be provided on request. The record will be forwarded to the receiving school or district on the written request of the parent or adult pupil.
3. The parent or adult pupil shall, on request, be provided with a copy of the records forwarded to another school district or educational institution.

G. Appeal of record



A parent or adult pupil may request the expunging of allegedly inaccurate, irrelevant, or improper information; the insertion of additional data and commentary; and request a stay of disclosure, in accordance with the following appeal procedures:

1. The parent or adult pupil must submit a written request to the Superintendent or his/her designee that includes the specific issues and allegations relating to the pupil record and the relief sought.
2. The Superintendent or his/her designee will, within ten days of the receipt of the request, meet with the parent or adult pupil to review the issues and allegations raised and the relief sought.
3. If the relief sought by the parent or adult pupil is not granted at the review meeting, the parent or adult pupil will be notified of his or her right to appeal the matter to the Board of Education or the Commissioner of Education in writing within ten days of the meeting.
4. An appeal to the Board will be promptly heard in private session, unless the parent or adult pupil requests a public meeting, and the Board will issue a written determination within twenty days of the receipt of the written request for appeal to the Board. The Board determination will include notification of the right of the parent or adult pupil to appeal to the Commissioner.
5. At all stages of the appeal process the parent or adult pupil will be afforded a full and fair opportunity to present evidence relevant to the issue.
6. A record of the appeal proceedings and outcome will be included in the pupil's file and copies will be made available to the parent or adult pupil.
7. Appeals relating to the records of educationally disabled pupils will be processed in accordance with N.J.A.C. 6:28.
8. Regardless of the outcome of the appeal, the parent or adult pupil may place a statement in the pupil's file commenting on the information contained in the record or specifying reasons for disagreeing with the decisions of the Board or its officers. Any such statement will be retained in the file so long as the contested portion of the file is maintained and will be disclosed whenever the contested portion is disclosed.

#### H. Directory information

1. Directory information includes a pupil's name, address, telephone number, grade level, date and place of birth, dates of attendance, major field of study, participation in district activities recognized by the Board of Education, weight and height

relating to athletic team membership, degrees, awards, the educational agency most recently attended by the pupil,

2. Parents and adult pupils will be informed annually at the beginning of the school year of their right to prohibit the release of any or all types of directory information about the pupil and will be provided a period of ten days to submit to the Superintendent a written statement prohibiting the release of such information.
3. Except where a parent or adult pupil has requested that directory information about the pupil not be released, directory information may, without the consent of the parent or adult pupil, be
  - a. Released to recognized representatives of the press for use in published reports on district activities and
  - b. Used in district publications and records such as the newsletter, handbook, school newspaper, yearbook, graduation program, Board minutes, and administrative reports to the Board.
4. A student information directory of pupils in grade(s) 9-12 will be compiled annually for distribution to educational, occupational, and military recruiters. The directory will include each pupil's name, address, telephone number, and grade level. The student information directory will be made available to educational, occupational, and military recruiters on an equal basis, in accordance with Policy No. 9713. An adult pupil who so requests or a minor pupil whose parent so requests will not be listed in the student information directory for any and all recruitment purposes.

#### I. Review of records

1. The records of all currently enrolled pupils will be reviewed annually by teaching staff members appointed by the custodian. Information no longer descriptive of the pupil or the pupil's educational situation or necessary to provide educational services to the pupil will be removed and destroyed. No record will be made of the removed information or of its removal.
2. A record that is mandated (B1) may be destroyed only after
  - a. The parent or adult pupil has been notified of the pending destruction and has consented in writing to the destruction or
  - b. Reasonable attempts to notify and secure the consent of the parent or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the parent or adult pupil to the last known address is returned or after, notification having been received, the parent or adult pupil fails to submit written consent within ten days of receipt of notification.

3. Removed records will be destroyed by burning and/or shredding.

J. Retention of records

When a pupil graduates from high school or permanently departs from the school system,

1. The parent or adult pupil will be notified in writing that records other than those permanently retained will be destroyed and that a copy of the pupil's entire record will be provided on request.
2. Except where records are transferred to another New Jersey school district (F1), the following records will be maintained in perpetuity: the pupil's name, date of birth, gender, address and telephone number at time of departure from this district, grades, attendance record, classes attended, grade level completed, year completed, name(s) of parent(s), and citizenship status.
3. The student profile form, with all appropriate attachments, of any pupil assessed by a special review assessment, pursuant to Policy No. 5460, will be retained for one year after the graduation of the pupil's class.
4. All other records will be destroyed after
  - a. The parent or adult pupil has been notified of the pending destruction and has consented in writing to the destruction or
  - b. Reasonable attempts to notify and secure the consent of the parent or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the last known address of the parent or adult pupil is returned as undeliverable or after, notification having been received, the parent or adult pupil fails to submit written consent within 10 days of receipt of notification.
5. No additional information will be placed in the pupil's file without the prior written consent of the parent or adult pupil.
6. The permanent records of pupils formerly enrolled in this district will be maintained in the school office and in the office of Special Services.

Adopted: 21 December 1995





## **8420.1 - FIRE AND FIRE DRILLS (Regulation)**

### **M**

#### **A. Fire drills**

1. The principal of each school building will conduct a fire drill not less than twice each month that school is in session. 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 the following signal: continuous ringing of fire gong. 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;
  - 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 gone to the lavatory is escorted from the building;
  - e. Close all doors to the room when it is empty;
  - f. Insure that the pupils assigned to him or her have left the school along the route prescribed in the school evacuation plan;
  - g. Direct his or her pupils to a location not less than twice the height of the building walls and keep the pupils in a single file line facing the building;
  - h. Take attendance to determine that all pupils who reported to his or 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 or 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 who detects a fire in a school building or on school grounds shall immediately report the fire to the Principal. The Principal shall call the City of Passaic Fire Department in accordance with law, whether or not the fire has been extinguished.

Fire Department, telephone number

City of Passaic 911 or 472-3105

2. The report shall be immediately relayed to the school principal.
3. In the event of a fire in a school building, the school principal shall immediately sound the fire alarm 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 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.
7. Quick dismissals are used in inclement weather in place of fire drills as pupils are dismissed at the end of the school day.

Adopted: 21 December 1995



























































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
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

























## 8465 - HATE CRIMES AND BIAS-RELATED ACTS (Regulation)

### M

#### 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 Threat
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













## **8470 - STRIKE EMERGENCIES (Regulation)**

- 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  
Assistant Superintendent  
Board Secretary/School Business Administrator  
Other officials designated by the Superintendent.

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 nonstriking 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 nonstriking 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 nonstriking 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 nonstriking 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 Assistant 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. If too few cafeteria workers report to provide normal service, decide promptly, in consultation with the Cafeteria Manager, whether to close the cafeteria, provide limited service with available cafeteria staff, or provide lunch by a catering service;
  - e. Report attendance of pupils and staff to the Assistant Superintendent no later than 9:00 a.m.;
  - f. Document all incidents and absences;
  - g. Meet briefly each day with nonstriking employees to update them on activities;
  - h. Meet daily with the Superintendent at; and
  - i. 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 Assistant Superintendent.
  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 Assistant 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 Passaic City Schools are 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 470-5201. The Passaic City Schools 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.

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.

13. During the strike emergency the following standing orders will prevail:

a. Clerks at all schools will be placed on an eight hour day.

b. Custodians will be on duty around-the-clock.

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 Principal no later than 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 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 Assistant 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 Assistant Superintendent and any necessary adjustments will be made.

7. On all subsequent strike days,
  - a. Each principal will call the Assistant Superintendent 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 Assistant Superintendent, who will inform principals that an additional vacancies cannot be filled.
8. Nonstriking 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 Assistant Business Administrator 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 Assistant Business Administrator.

Adopted: 21 December 1995

## **8530 - CAFETERIA RULES (Regulation)**

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. Breakfast and Snack Program**

All parents fill out a yearly breakfast/lunch and milk application form which is sent home with the students. The Food and Cafeteria Service Department notifies each student's parents whether they qualify for a free meal, a reduced payment meal or a full payment meal. Parents who wish to send a lunch with their child may do so by notifying the school Head Luncheon Aide. Cold breakfasts will be served daily in the cafeteria. Breakfast money will be collected on a monthly basis. Parents who pay will receive a monthly envelope with the child's name and the amount due.

Kindergarten students receive milk and cookies daily during snack time.

### **B. Preparation for lunch**

1. Teachers must inform the cafeteria by 8:45 a.m. of any special lunch orders and the names of those children so ordering.
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.

### **C. 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 person 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.

### **D. 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. Cash will not be accepted.
3. Upon receiving lunch each pupil shall return directly to the assigned table by the designated route.

E. 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.

F. 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.

G. 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 a teacher 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, pupils should continue to remain walking in line to their designated recess area.

H. 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.

Adopted: 21 December 1995











































