Strauss Esmay Series 8000 Finances

DISTRICT REGULATIONS

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8140 - ENROLLMENT ACCOUNTING (Regulation)

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In compliance with law and regulation and Policy No. 8140, a count of pupils enrolled in the district as of the last school day prior to October 16 shall be conducted in accordance with the

following procedures.

A. Counting Procedure

1. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count

of the pupils entered in the register on the last school day prior to October 16.

2. The count shall include all pupils who have attended school since the beginning of

been removed from the register by transfer or dropout.

3. The count shall be recorded on a form, and the form shall be submitted to the

Principal.

B. Data Collection

1. The Superintendent shall assign responsibility for the preparation of worksheets to

document the compilation of register data.

2. Completed worksheets shall be submitted to the Superintendent who shall compare

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3. The Superintendent shall reconcile all inconsistencies between worksheet data and

register counts and submit final enrollment counts.

C. Application for State School Aid

The Superintendent shall complete the Application for State School Aid and submit the

application to the Superintendent for approval.

Adopted:

21 December 1995

8220 - SCHOOL CLOSINGS (Regulation)

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and building principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules should be reported promptly to the Superintendent.

A. Notification provisions

1. Notice to radio stations shall be by telephone call, with appropriate code, to the following stations:

Radio Stations

KISS

WOR

WCBS

WINS

WADO

- 2. Parents will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the radio stations listed above. The notice will include the call numbers of each station, its location on the AM or FM band, and the time(s) at which the announcement will be carried. Parents will be cautioned not to attempt to telephone the radio station.
- 3. The Pantasote company will sound their factory whistle at 6:30 a.m. for all-day closing and for Adult Day and Evening School closing; the signal will be one long (20 seconds) and two short (10 seconds) blasts with five second intervals. This signal will be repeated once immediately.
- 4. The principal of each school building will, in cooperation with the P.T.A., prepare an emergency call chain for the prompt notification of parents that children will be sent home early.
 - a. The parent call chain will list the telephone number of the parent of each child in the school. The chain will be reviewed and updated annually. Each parent is responsible for supplying his or her telephone number or other information that will permit the notification of a person responsible for the child.
 - b. A copy of the complete parent call chain will be maintained by the principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.

- c. Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.
- 4. The principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
 - 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 Assistant Superintendent will prepare and administer a staff call chain for central office employees.
- 6. The Assistant Superintendent will prepare and administer a staff call chain for all 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 been made in accordance with Policy No. 8220 and no later that 6 a.m. As soon as the decision is made, the Assistant Superintendent will promptly notify
 - a. Radio stations (see A1).
 - b. All building Principals.
 - c. The Coordinator of Transportation
 - d. City of Passaic 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

- 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, school office personnel and 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 6 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. This decision will be made no later than 10:30 a.m. 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 Director of Transportation
 - c. City of Passaic 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.

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	Custodian
all related documents	
Board of Education	Board Secretary/ School
policy manual	Business Administrator
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Superintendent's manual	Board Secretary/School
of administrative regulations	Business Administrator
regulations	
Minutes of public and	Board Secretary/School
private Board meetings	Business Administrator
and of all public hearings	
Annual audit and fiscal	Board Secretary/School
record	Business Administrator
Budget	Doord Constant/Cabool
Duuget	Board Secretary/School Business Administrator
	Dusiness / turninstrator
Payroll	Board Secretary/School
	Business Administrator
Purchasing records	Board Secretary/School
	Business Administrator
Doord comession to the	Do and Co anoton-/C-11
Board correspondence	Board Secretary/School Business Administrator
	Dusiness Administrator
Reports to the	Board Secretary/School
Commissioner	Business Administrator
Grant applications and	Board Secretary/ School
proposals	Business Administrator
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Election records,	Board Secretary/ School
including special	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 custodiar 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.

- a. The charge for pages measuring eight and one-half by eleven inches is as set forth in Policy No. 8310:
 - (1) Fifty cents per page for the first to tenth pages;
 - (2) Twenty-five cents per page for the eleventh to twentieth pages; and
 - (3) Ten cents per page for all pages over the twentieth page.
- b. Additional charges may be made for larger copies and for any additional costs incurred by the district in the making of copies.
- Copies may be requested and delivered by mail, provided the requestor identifies
 the record accurately and submits payment in advance. Payment must include the
 projected costs of handling and postage.
- 4. Copies of public records are not returnable.

D. Appeals

- 1. A decision of the custodian of a public record may be appealed to the Superintendent.
- 2. An appeal of a decision must be made in writing on a form available in the office of the Superintendent. The appeal must set forth
 - a. The name and address of the appellant,
 - b. The specific record sought
 - c. The custodian of the record.
 - d. The decision appealed from.
 - e. The date of that decision, and
 - f. The appellant's reasons for believing that the decision should be reversed.
- 3. The Superintendent shall render a decision on the appeal as soon as possible. The Superintendent's decision shall be in writing and shall be delivered to the appellant and the custodian of the subject record.
- 4. The appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.

E. Confidential records

- 1. Custodians of public records shall be cognizant of the portion of the record, if any, that must be exempted from public inspection in accordance with law and Policy No. 8310. Exempted records are:
 - a. Personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefor, the amount and type of pension he or she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;
 - b. Questions on examinations required to be conducted by the Boards
 - c. Records concerning morbidity, mortality, and reportable diseases:
 - d. Records concerning individual pupils
 - e. Election tally sheets and ballots:
 - f. Reports of investigations in progress;
 - g. Records regarding matters the disclosure of which would impair a right to receive federal funds;
 - h. Records regarding pending negotiations toward a collective bargaining agreement;
 - i. Records regarding the contemplated purchase, lease, or acquisition of real property;
 - Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection;
 - k. Records regarding pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the Board and its attorney;
 - 1. Rosters of employees and pupils:
 - m. The home address and telephone number of any pupil or employee of the Board, except as the individual pupil or employee may wish such information to be released in accordance with Policies No. 8330, and 9713:
 - n. Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that tape recordings of public meetings may not be exempted from public inspection; and
 - o. Records made and privately retained by an individual that express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.
- 2. The custodian will take such measures as may be appropriate and effective in separating exempted records and preserving their confidentiality.

8330 - PUPIL RECORDS (Regulation)

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A. Definitions

- 1. "Access" means the right to view, take notes, and copy by hand or photoreproduction.
- 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.

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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:
 - 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

huilding

2. If it is determined the building is not safe to re-enter, the Principal or designee will

determined pupils will be released for the day, the Principal or designee, in

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 Jarsey Office of Hamiland Sequenty and Propagations, and the New Jarsey Department of

Jersey Office of Homeland Security and Preparedness and the New Jersey Department of

Education - 2010

Adopted: 21

21 December 1995

Revised:

25 July 2011

8420.1 - FIRE AND FIRE DRILLS (Regulation)

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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.

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[See POLICY ALERT No. 191]

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 or school grounds he/she will immediately:
 - 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;

- 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
 - h. Ignore bells or alarms unless otherwise notified by the Principal or designed 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 person 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.
- Office personnel should remain in the general office areas or any other area that
 can be secured. 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. Physical education classes using outside facilities, under the direction and supervision of the teacher, shall 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 pupils outside the school building may be at risk reentering the building, the pupils may be directed to another secure location off school grounds and/or away from the building.
- 9. The school may establish a predetermined code word or procedure for a staff member to communicate with the school office or administrative staff in the event an intruder enters a classroom or other secured area.
- 10. The Principal or designee may establish with local law enforcement officials a notification procedure in the event an active shooter or intruder is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.

B. Procedures After Active Shooter Situation is Brought Under Control

- After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will 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

1st Reading 24 September 2012

8420.2 - BOMB THREATS (Regulation)

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A. Definition

A "bomb threat" consists of a message to a school employee, 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.

B. Receipt of bomb threat

- 1. A bomb threat received by any school employee will be immediately relayed to the school principal or the person designated to act on behalf of an absent principal.
- 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.
 - a. The principal or other person who talks to the caller will attempt the keep the caller on the line as long as possible and will alert a third party, who will attempt to trace the call through the telephone company.
 - 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, detonation time);
 - (2) The caller (e.g., name, location, gender, age, background, motive)
 - (3) The identity of the person who placed the bomb, if the caller denies responsibility; and
 - (4) The means by which the bomb was delivered to the site.

C. Response

- 1. The principal will immediately call
 - a. The Police Department.
 - b. The Fire Department, and

- c. The Superintendent's office.
- 2. The principal may determine to evacuate the school building. The evacuation will be conducted in accordance with the fire drill procedures established in Regulation No. 8420.1, with the following exceptions:
 - Teachers will conduct a quick survey of their classrooms for any suspicious or unfamiliar object;
 - b. If the principal determines that time permits, pupils will empty their lockers and leave them unlocked:
 - Teachers will leave the windows and doors of their vacated rooms open;
 and
 - d. Pupils will be escorted to a waiting place at least 350 feet from the school building.
- 3. The principal will quickly form a search team of volunteer teachers, office and cafeteria workers, custodians, and administrators to conduct a superficial search of the entire school premises.
 - a. Searchers will examine the portions of the building with which they are most familiar. Particular attention will be given to stairways and hallways near building entrances and to any sign of a forced entry into the school.
 - b. No walkie-talkie or other radio transmission device shall be used in the conduct of the search.
 - c. Each searching party will report back to the principal the results of its survey.
 - d. Any suspicious or unfamiliar object will be immediately reported to the Police Department, which will send a bomb disposal unit to the school. Any such object shall not be touched or disturbed in any way by a school employee.
- 4. If an object is reported to the Police Department and the school has not already been evacuated, the school shall be immediately evacuated in accordance with the evacuation procedures set forth in C2.
- 5. If the search team finds no suspicious or unfamiliar object or after the bomb disposal unit removes the object, the principal will sound the recall signal to bring pupils back into the school building. 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.
- 6. 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.
- 7. In the event an explosion occurs, school officials and staff members will respond in accordance with procedures in Regulation No. 8420.3.
- 8. 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.

8420.3 - NATURAL DISASTERS AND MAN-MADE CATASTROPHES (Regulation)

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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 primarily 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.

8431 - TOXIC HAZARD PREPAREDNESS (Regulation)

The following procedures are established to guide the Toxic Catastrophe Preparedness Officer in the implementation of Policy No. 8431.

- 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
 - 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
 - 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 are in-service program to train school district employees in recognizing a toxic condition and responding properly to the hazard.

8441 - CARE OF INJURED AND ILL PERSONS (Regulation)

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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 the City of Passaic Police Department.
- 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 (anaphylaxic) 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.
- 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 CONVILLSION OR SEIZURE

- a. Protect the victim from self-injury by lying him or her down, preferably or 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 1-800-962-1253 or Saint Mary's Hospital at 470-3000 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.

- 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.

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 ar 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

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.
- Place small piece of cotton gently in outer orifice to provide warmth and/or comfort
- c. Call parent.

11. FAINTING

- 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.

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.
- 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.

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.

10 SPI INTERS

- a. Cleanse area with soap and water, followed by alcohol.
- 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.
- 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.
- 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: 21 December 1995

8451 - CONTROL OF COMMUNICABLE DISEASE (Regulation)

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;
 - 1. Running nose; or
 - 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.
 - 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.
- 1. 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

- 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	Twenty-one days from onset
(pertussis)	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: 21 December 1995

8461 - REPORTING VIOLENCE, VANDALISM, ALCOHOL, AND OTHER DRUG ABUSE (Regulation)

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Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a pupil for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Electronic Violence and Vandalism Reporting System (EVVRS).

A. Reporting Violence, Vandalism, Alcohol or Other Drug Use

- For each incident report of violence, vandalism, or alcohol or other drug abuse, the Principal shall:
 - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, pupil demographics, and incident location:
 - b. Forward a copy of the incident report to the Superintendent; and
 - c. Notify the Superintendent of the action taken regarding the incident.
- 2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
- 3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence and vandalism, pursuant to N.J.S.A. 18A:17-46.
 - 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. Annual Reporting Requirements

- 1. The Superintendent annually shall:
 - a. Submit a report to the Commissioner of Education 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. Annual Hearing Requirements

- 1. At an annual hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, and incidents of alcohol and other drug abuse that occurred during the previous school year, according to the provisions of N.J.S.A. 18A:17-46.
- 2. The proceedings of the public hearing shall be transcribed, kept on file by the Board in the Superintendent's office and made available to the public, pursuant to N.J.S.A. 18A:17-46.
- 3. The Superintendent shall file the transcript of the public hearing with the Department of Education by November 1 of each year, pursuant to 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 annual report, the Board shall make a determination regarding whether the employee committed the act.
 - 2. Any employee alleged to have knowingly falsified the annual report shall be notified in writing of such allegation and shall be entitled to a hearing before the
 - 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 annual 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 annual 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.

Adopted: 29 October 2007

8462 - CHILD ABUSE (Regulation)

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A. Definition

"Child abuse" means the infliction of harm, physical, mental, or emotional, on a child under the age of eighteen by a person who has control over the child, even temporarily, and an opportunity to repeat the abusive acts. Child abuse includes negligence and the failure to respond to a child's basic needs as well as deliberate, willfully abusive acts. N.J.S.A. 18A:36-24 and 18A:36-25. An abused or neglected child is one who has been subjected to

- 1. Serious physical injury:
- 2. The creation of risk of serious physical injury;
- 3. Sexual abuse:
- 4. The impairment or threat of impairment of the child's physical, mental, or emotional condition by the failure to provide food, clothing, shelter, education, or medical care or by the infliction of harm, including corporal punishment; or
- 5. Willful abandonment

B. Indications of child abuse

- 1. All school district personnel, including teaching staff members, support staff members, and unpaid volunteers, are charged by law with the responsibility for reporting suspected cases of child abuse. The suspicion of child abuse may be based on the complaints of the child or on the direct observations of the employee over a period of time or both. A person should suspect child abuse 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;
- 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; or
- g. A parent or the caretaker of a child admits having abused the child.
- 2. The employee should not wait to assemble corroborating evidence of child abuse; the observations and/or complaints of the pupil that gave rise to the reasonable belief that child abuse may have occurred are sufficient to warrant reporting the incident or incidents to the Division of Youth and Family Services (DYFS) for investigation and remediation by that agency.

C. Reporting child abuse

- 1. Whenever an employee has reason to believe that a pupil of this district has been subjected to child abuse or acts of child abuse, regardless of the identity of the suspected abuser, the employee shall immediately report that information to the DYFS by telephone call to the Passaic County office of the agency. In the event the report is made after working hours, on a weekend, or on a holiday, the employee shall call the DYFS at 800-792-8610. (N.J.S.A. 18A:36-24 and 18A:36-25; N.J.A.C. 6:3-5.2(a)1 The employee shall offer the following information: (N.J.A.C. 6:3-5.2(a)1i)
 - a. The child's name, age, grade, and gender;
 - The name and address of the child's parent or guardian or other person having custody and control (such as a foster parent);
 - A description of the child's condition, including any available information concerning current or previous injuries, abuse, or maltreatment and including evidence of previous injuries;
 - d. The nature and possible extent of the child's injuries, abuse, or maltreatment; and
 - e. Any other pertinent information that the employee believes may be relevant with respect to the child abuse and/or to the identity of the alleged perpetrator.
- 2. The person who has reported a case of possible child abuse to the DYFS shall promptly so inform the principal of the school in which the child is enrolled, unless the employee has reason to believe that such disclosure to the principal would be likely to
 - a. Endanger the employee or the child.

- b. Result in retaliation against the child, or
- Result in discrimination against the employee with respect to his or her employment.
- 3. A pupil whose injuries or physical condition require immediate medical attention shall be reported promptly to the school nurse, in accordance with Policy No. 8441.

D. Cooperation with the Division of Youth and Family Services

- 1. All district employees with information relevant to a case of suspected child abuse will cooperate fully with agents of the DYFS in the investigation of the matter.
- 2. The DYFS investigator will be permitted to interview the child in the presence of the principal or a person designated by the principal. If the child is intimidated by the principal or his or her designee, the child may be accompanied during the interview by a staff member whom he or she feels will be supportive. The accompanying staff member will give comfort to the child but will not participate in the investigation.
- 3. School administrators will cooperate with the DYFS in scheduling interviews with school personnel who may have information relevant to the investigation.
- 4. The custodian of pupil records will release, pursuant to N.J.A.C. 6:3-2, Policy No. 8330, and Regulation No. 8330, the records of investigated children that are deemed to be relevant to the assessment and/or treatment of child abuse.
- 5. School employees shall regard as confidential all information about a child abuse investigation and remediation.
- 6. School principals will permit agents of the DYFS to remove pupils from school during the school day when removal is necessary to protect the child or to take the child to a service provider, on presentation of appropriate authorization.
- 7. School principals will cooperate with the DYFS when that agency deems that it is necessary to remove the child from his or her home for proper care and protection and when such removal results in the transfer of the child to a school other than the one in which he or she was enrolled.
- 3. The district liaison officer will receive the DYFS findings at each stage of the investigation into suspected child abuse and will recommend to the Superintendent such action as may be necessary and appropriate with regards to affected children and staff members

9. A school employee alleged to have committed an act of child abuse may be temporarily reassigned or suspended if there is reasonable cause to believe that the life or health of the allegedly abused child or other children is in imminent danger due to continued contact between the employee and a child.

E. Employee protection

An employee who alleges that he or she has been reassigned or suspended or disciplined or otherwise discriminated against in employment as a result of having reported child abuse in compliance with law may appeal that action in accordance with the grievance procedure set forth in Regulation No. 3125.

Adopted: 21 December 1995

8464 - MISSING CHILDREN (Regulation)

The following procedures implement Policy No. 8464 directing the identification and reporting of children missing from the educational system, whether by abduction by persons other than the child's primary caretaker or by parental neglect of the responsibility to insure the child's attendance at school.

A. Notification of pupil absences and transfers

- 1. Parents are requested to notify the school office whenever a child will be absent from a school session, prior to the deadlines established by Regulation No. 5200, B1 and B2.
- 2. A parent who anticipates a child's future absence or anticipates that an absence will be prolonged is requested to notify the school in accordance with Regulation No 5200, B3.
- 3. A parent who intends to withdraw a child from school shall be asked to designate the school or school district to which the child will be transferred, in accordance with Regulation No. 5130, B2.

B. Identification of potentially missing children

- 1. Teachers shall record and report attendance in accordance with Regulation No 5200, H.
- 2. Teaching staff members shall be alert to parental neglect of the responsibility for the enrollment and attendance of children of school age. A teaching staff member who believes that a child has been removed from school by his or her parent or primary caretaker, however recent the removal, shall promptly report that belief to the principal.

C. Children possibly lost or abducted

- 1. The Office of Special Services shall daily compile a list of absent pupils and compare that list to the pupils for whom parental notification of absence has been received.
- 2. The Office of Special Services shall attempt to reach by telephone the parent of ar absent pupil for whom notification of absence has not been received. Telephone calls will be made to the pupil's home and to the parent's place of work as indicated on the emergency notification form submitted by the parent.
- 3. If a parent cannot be reached by telephone, the Office of Special Services shall promptly take reasonable, appropriate steps to locate the absent pupil, including but not limited to,

- a. Interviewing other pupils, staff members, and neighbors of the pupil and
- b. Visiting the pupil's home.
- 4. In the event the Office of Special Services cannot reach the parent and cannot locate the pupil, he or she shall promptly inform the principal that the pupil may be missing.
- 5. The principal shall consider the pupil's age, maturity, attendance record, and disciplinary history, academic record, and medical history and, if there is reason to suspect that the pupil may be lost or abducted, shall immediately notify the City of Passaic Police Department.

D. Children missing by parental neglect

- 1. The Office of Special Services shall attempt to determine the reason for the absence of any pupil absent 3 consecutive days or more.
- 2. The Office of Special Services shall report a pupil who has been unaccountably absent 3 consecutive school days to the City of Passaic.
- 3. When a child has been formally withdrawn from the school district but an official request for the child's records has not been received within 10 days of the withdrawal during the school year or within 10 days of the withdrawal at the end of the school year, the Office of Special Services shall report the child to the City of Passaic Police Department.

E. Report to law enforcement officials

- 1. The report to the City of Passaic Police Department of an unaccountably absent child or a withdrawn child who has not entered another school system may include
 - a. The child's name, age, gender, and physical description;
 - b. The child and parent's last known home address, and
 - c. The parent's name and work place, if known
- The Superintendent shall record in the child's permanent record in this district the
 date on which a child was reported in accordance with this regulation and the
 information released to the City of Passaic Police Department.
- 3. The principal and teaching staff members having knowledge of the child shall cooperate fully with the police in their efforts to locate the child.

4. In the event a child believed to be missing is located, the Superintendent shall notify the police immediately.

Adopted: 21 December 1995

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

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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	17. Harassment
Violence	
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 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 Passaic Police Department and Bias Incident Officer for the county prosecutor's office.
- 3. The Principal and the Superintendent shall notify the Passaic 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.
- The building principal will notify the Superintendent and the Passaic Police Department.
- 3. In deciding whether to refer the matter of a bias incident to the Passaic 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 Passaic Police Department or the county prosecutor's office.

E. Concurrent Jurisdiction

- 1. Unless the Passaic 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 Passaic 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 Passaic 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 Passaic Police Department or county prosecutor's office.
- 3. The Passaic 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 seg.

Adopted: 21 December 1995

8467 - WEAPONS (Regulation)

M

A. Definitions

"Weapon" includes

- 1. Firearms, which include 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 projectible 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 r damage property.
- 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, 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
- 11. Any device, instrument, tool, item of equipment, or part thereof; appliance, piece of furniture, or part thereof, used to inflict or threaten harm or damage, shall be considered a weapon for the purposes of this regulation.

B. Confiscation

- 1. A school employee who confiscates any weapon shall immediately notify the school principal.
- 2. The principals shall immediately notify the Chief of Police of the Passaic (City) 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 or 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 or 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 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;
 - 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 or her judgment believes that the school community is at risk and the building should be evacuated.
- 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.

Adopted: 21 December 1995

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:
 - 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.

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.

8540 - FREE AND REDUCED MEALS (Regulation)

M

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 thereunder, the New Jersey State Department of Education, hereinafter referred to as the "Department" and City of Passaic 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. Sponson

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.
- 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 overclaim 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 pertaining to the school food service or milk program within the school or school district, and retain such records for a period of three years after the end of the fiscal year to which they pertain except if audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.
- Maintain the required statistical information for each school operation on a schoolby-school basis.
- 3. Make all accounts and records pertaining to the school food service program available, upon request, to the Department and the United States Department of Agriculture for review and/or audit at a reasonable time and place.
- 4. Keep full and accurate records, by calendar month, of the meal or milk program as a basis for the claim for reimbursement and for audit review purposes including:
 - a. School Lunch Program
 - (1) Statistics

Daily number of lunches served to children eligible for free, reduced price or paid meal.

(2) Program Income (Revenue)

From children's payments, from state and federal school lunch reimbursement, from food sales to adults, from all other sources, including loans to program, subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any relates

(3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure.

For food, labor and all other expenditures including repayment of loans to the program and fees paid to management companies.

- (4) Dated menus of actual meals served.
- School Breakfast Program

(1) Statistics

Daily number of breakfasts served to children eligible for free, reduced price or paid meal.

(2) Program Income (Revenue)

From children's payments, from federal reimbursement and from all other sources, including subsidies from the Sponsor, any interest accrued from food service interest bearing accounts, and any rebates.

(3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure.

For food, labor and all other costs related to the breakfast program, including fees paid to management companies.

- (4) Dated menus of actual meals served
- (5) Documentation of program costs specifically for Severe Need Rates of Reimbursement (if applicable).
- c. Special Milk
 - (1) Statistics
- a. Daily number of half pints served to children
- Daily number of half pints served free to needy children, if school provides free milk
 - (2) Program Income (Revenue)

From children's and adult's payments and federal reimbursement.

(3) Programs Costs (Supported by invoices, receipts or other evidence of expenditure.

For milk and all other expenditures.

M. Accountability Requirements

1 Point of Service Counts

All claims for reimbursable meals or milk must be based on daily counts, taken at the "point of service," which identify the number of meals or milk served by reimbursement category. "Point of service" is defined as that point in the food service operation where a determination can accurately be made (at the time and place the meal or milk is served) that a reimbursable free, reduced price, or paid meal or milk has been served to an eligible child.

2. Local Level Requirement to Review Schools and Claims

- a. Every school year, each Sponsor with more than one school shall perform at least one on-site review of each school under its jurisdiction before February 1 of each school year. If this review discloses problems with a school's meal counting or claiming procedure, the SFA shall: (1) ensure that the school develops and implements a corrective action plan; and (2) within 45 calendar days of the review, conduct a follow-up on-site review to determine that the corrective action resolved the problem. Each on-site review shall ensure that the school's claim is based on the counting system authorized in the Policy for Free and Reduced Price Meals and this Agreements with the Department and that this system, as implemented, yields the actual number of reimbursable free, reduced price, and paid lunches served for each day of operation.
- b. Prior to submission of a monthly claim for reimbursement, each sponsor shall compare each school's daily claim against data which will assist in the identification and correction of the claims in excess of the number of reimbursable free, reduced price, and paid lunches actually served that day to children eligible for such lunches.
 - Such data shall, at a minimum, include the number of children currently approved for free and reduced price lunches in that school, and, for every month except September, the average daily number of free, reduced price, and paid lunches served for the preceding month.
- c. Sponsors shall also compare claims against any other data available, such as the school's average daily attendance (ADA), enrollment, and an attendance factor. Sponsors shall maintain, on file, all of the above data used in the claims review process by school.
- Sponsors shall make this information available to the State agency upon request.

N. 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.

O. 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.

P. 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 for three years the racial/ethnic breakdown of applicants for free and reduced price benefits on a school-by-school basis.
- 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.

Q. 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.

R. Menus

- 1. Offer choices for lunches and breakfasts, in accordance with standards established by the Department.
- 2. Display, for students information, the daily menu specifying the food items composing the lunch and/or breakfast.
- 3. Keep on file dated menus for meals actually served with other records for review and/or audit purposes for a period of three years from the close of the fiscal year to which they pertain. If audit findings have not been resolved, the records shall be retained beyond the three year period as long as required for the resolution of the issues raised by the audit.

S. Management Company or Vendor

- 1. Remain responsible for compliance with all aspects of this Agreement if the Sponsor employs a food service management company or vendor
 - a. The contract between the Sponsor and the management company must comply with the requirements specified in 7CFR 210.9, 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement. A copy of the contract between the Sponsor and the management company must be submitted with this Agreement.

- b. The contract between the Sponsor and the vendor must comply with the requirements specified in 7CFR 210.16 and all applicable New Jersey Statutes. The contract should also include pertinent parts of this Agreement
- 2. Ensure that any federally donated commodities received by the Sponsor and made available to a food service management company, vendor or processor accrue only the benefit of the school food service program, and are utilized therein.
- 3. Require the food service management company to make books and records of such company pertaining to the school food service program, available for a period of three years from the close of the fiscal year to which they pertain, for inspection and/or audit by representatives of the Department and the United States Department of Agriculture, or the General Accounting Office of the United States, at a reasonable time and place.
- 4. All books and records pertaining to the school food service program shall remain the property of the school district.
- 5. Establish an advisory board composed of parents, teachers and students to assist in menu planning in schools which contract with a food service management company.

T. Nonpublic Sponsors

Shall also agree to the general terms and conditions of the attached Contract: II, III, V, VI, VII, XI B and C, XIII C, XIV to the extent required by federal regulations, XVII A, B, C to the extent it is not inconsistent with terms of primary contract and D, XVIII, XIX and XX

8600 - PUPIL TRANSPORTATION (Regulation)

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All student transportation shall be provided in accordance with law, negotiated agreements and with consideration of the following guidelines.

Insurance

The Superintendent shall annually determine the amount of insurance needed for drivers and vehicles for which the Board has responsibility. Additional coverage shall be maintained to provide insurance for instances where students may be transported in private vehicles by authorized school personnel.

Routes

- 1. Routes shall be determined with economy in mind but consideration for the time each student must spend on the bus or van.
- 2. Stops shall be specified to provide the shortest walk to the bus stop, except that stops shall be at least 3/10ths of a mile apart where possible.
- 3. Assignment of handicapped students to buses and routes shall be done with consideration of the individual student's needs.
- 4. Routes for transporting eligible nonpublic school students shall be established by the district transportation office, provided the cost does not exceed the state established maximum cost/pupil for nonpublic student transportation. When route costs exceed the allowable amount, parents of eligible nonpublic 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 nonpublic transportation or payments must be made in accordance with N.J.S.A. 18A:39-1.

8630 - EMERGENCY SCHOOL BUS PROCEDURES (Regulation)

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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 ride school buses.
- 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. School bus drivers shall attend training workshops offered by the county superintendent and this school district and shall be trained in first aid.
- 2. 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.

3. Each school bus driver shall

- a. Daily survey his or 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 Principal any potential driving hazard on his or her route, such as construction, road work, etc.;
- f. Report promptly to the Principal any deviation in the bus route or 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
- 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 or 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 or 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.
- 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

- 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.
 - 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 Principal.
 - 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 any accident that involves an injury, death, or

property damage. In addition, the bus driver must complete the prescribed accident report in quadruplicate and deliver all four copies to the principal of the receiving school by the conclusion of the next working day following the accident. The written accident report must be accurate and complete.

- (2) The principal of the receiving school shall
 - (a) Retain the white copy of the report;
 - (b) Transmit the blue copy to the district board of education providing the transportation;
 - (c) Transmit the yellow copy to the county superintendent; and
 - (d) Transmit the pink copy to the State Department of Education,225 West State Street, CN 500,Trenton NJ 08625
- (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, forward a written report of the accident to the Bureau of Security Responsibility, Division of Motor Vehicles, 25 South Montgomery Street, Trenton NJ 08625.
- (4) The parents and guardians 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 or she is unable to operate the school bus safely or when his or her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. 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.
- 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 or guardian.
 - (2) Occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his or her parent or guardian or to a responsible adult at the pupil's home or if no one is home the injured student 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 or guardian.
- 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 or guardian to submit the report, if any, of the examining physician.