

Strauss Esmay Series 8000 Finances

DISTRICT REGULATIONS

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8310 - PUBLIC RECORDS (Regulation)

A. Custodians of public records

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

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

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

B. Public access to records

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

C. Copies of public records

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

comfortable as possible. The pupil will be supervised at all times by a school staff member.

C. Readmission to school

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

Disease	Number of days
Chicken pox	Seven days from onset of rash
German measles (rubella)	Three days
Measles (rubeola)	Seven days from onset of rash
Mumps	Seven days
Scarlet fever	When discharge ceases, not less than seven days
Whooping cough (pertussis)	Twenty-one days from onset of cough

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

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health in the reporting of communicable diseases in schools.
2. The teacher may, with the advice and consent of the principal and the school nurse, inform the parents of pupils in his or her class that a pupil in the class has contracted

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

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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 Violence	17. Harassment
9. Arson	18. Desecration of Venerated Objects

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

B. Procedure For Reporting Hate Crimes

1. A school employee will notify the building principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A hate crime has been committed or is about to be committed on school property; or
 - b. A hate crime has been or is about to be committed by any student, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours; or

8530 - CAFETERIA RULES (Regulation)

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

A. Breakfast and Snack Program

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

Kindergarten students receive milk and cookies daily during snack time.

B. Preparation for lunch

1. Teachers must inform the cafeteria by 8:45 a.m. of any special lunch orders and the names of those children so ordering.
2. Teachers should take their pupils to the lavatory before entering the cafeteria.
3. Pupils who will be playing outside after lunch should be prepared to go outdoors.
4. Pupils should not carry school papers or books or play things into the cafeteria.

C. Entering the cafeteria

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

D. Obtaining lunch

1. Pupils shall proceed to the serving counter by the designated aisle in their proper turn and in an orderly manner.
2. Payment shall be by lunch ticket. Cash will not be accepted.
3. Upon receiving lunch each pupil shall return directly to the assigned table by the designated route.

E. Eating lunch

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

F. Cleaning up

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

G. Dismissal

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

H. Discipline

1. Good behavior is expected of all pupils during the lunch period. Poor behavior should be penalized.

2. Disruptive or disrespectful pupils should, initially, be moved to a different table.
3. If changing tables does not result in more orderly conduct, the aide may isolate the pupil within the cafeteria setting, and report the discipline problem to the classroom teacher at dismissal time.
4. If the problem reoccurs, the teacher should contact the pupil's parent. Further reoccurrence should be referred to the office of the principal.
5. The principal may prohibit a chronically disruptive pupil from eating lunch in the school cafeteria.

Adopted: 21 December 1995

