

North Hunterdon-Voorhees Regional High School District

Annandale, NJ

May 8, 2018

First Reading Board Policies

The following policies are presented for the first reading – (P) denotes policy, (M) denotes mandatory:

First Reading of Policies:

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| P 5230 | Late Arrival and Early Dismissal (Revised) |
| P 7430 | School Safety (M) (Revised) |
| P 7432 | Eye Protection (M) (Revised) |
| P 7433 | Hazardous Substances (Revised) |
| P 7434 | Smoking in School Buildings and on School Grounds (M) (Revised) |
| P 8311 | Managing Electronic Mail (New) |
| P 8335 | Family Educational Rights and Privacy Act (New) |
| P 8431 | Preparedness for Toxic Hazard (Revised) |
| P 8451 | Control of Communicable Disease (M) (Revised) |
| P 8461 | Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse (M) (Revised) |
| P 8500 | Food Services (Revised) |
| P 8600 | Transportation (M) (Revised) |
| P 8660 | Transportation by Private Vehicle (M) (Revised) |
| P 8670 | Transportation of Disabled Student (M) (Revised) |
| P 8750 | Employee Indemnification (Revised) |
| P 8810 | Religious Holidays (Revised) |

5230 LATE ARRIVAL AND EARLY DISMISSAL

The Board of Education requires that ~~pupils~~students be in attendance for the full school day in order to benefit from the instructional program. That requirement will be waived only when compelling circumstances require that a ~~pupil~~student be late to school or dismissed from school before the end of the school day.

The Principal may excuse for cause the late arrival and early dismissal of a ~~pupil~~student on the prior written request of the ~~pupil~~student's parent(s) or legal guardian(s). Good cause may include, but need not be limited to, medical and dental appointments that cannot be scheduled outside the school day, medical disability, a motor vehicle driver's test, interviews for college entrance or employment, and court appearances.

Students in grades 9-12 who are assigned to a last period study hall may be excused for that period provided the student's parent(s) or legal guardian(s), or the adult emancipated student has given prior notice to the Principal and provided the excused student leaves the school grounds.

No student will be permitted to leave the school before the end of the school day except in the presence of the student's parent(s) or legal guardian(s), or an agent of the parent(s) or legal guardian(s) who has written authorization, or in the custody of agents of the State acting in their legal capacity. Students who drive to school with a valid parking permit may be allowed to leave unescorted if prior written permission is given to the Principal.

The Principal shall maintain a record of the parent(s) or legal guardian(s) of each ~~pupil~~student. If one parent has been assigned custody of the ~~pupil~~student by court order or separation agreement and wishes to limit the noncustodial parent's access to the ~~pupil~~student, the parent in custody must inform the Principal of any such limitation and may request that his or her authorization be required before the noncustodial parent is granted access. In the absence of such notice, the Principal will presume that a ~~pupil~~student may be released into the care of either parent.

A ~~pupil~~student who suffers an incapacitating medical disability will be released from school only in the presence of an adult.

N.J.A.C. 6:20-1.3 Cross reference: Policy Guid No. 9240

Adopted: 1 May 2001

Revised:

7430 SCHOOL SAFETY

The Board of Education recognizes that it is required by law to take measures for the safety of ~~pupils~~ students and district employees.

The Board shall provide, publish, and post rules for safety and the prevention of accidents; instruct ~~pupils~~ students in safety and accident prevention; provide protective devices where they are required by law for the safety of ~~pupils~~ students and employees; and provide suitable and safe equipment where such equipment is necessary for the conduct of the educational program and the operation of the schools.

The Superintendent shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Such regulations shall provide procedures and precautions for the safety of ~~pupils~~ students in school, employees in the performance of their duties, users of school vehicles, ~~pupils~~ students in transit to and from school, injured ~~pupils~~ students and employees, and visitors to the school. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually. The Superintendent is directed to instruct teaching staff members in proper safety precautions.

The Superintendent is directed to appoint a district safety officer, who may form an advisory committee consisting of district personnel and appropriate community representatives.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2

N.J.S.A. 40:67-16.7

N.J.A.C. 6A:16-1.4; 6A:26-12.5

~~N.J.A.C. 6:29-1.3; 6:29-1.7; 6:43-2.2; 6:53-1.1 et seq.~~

Adopted: 1 May 2001

Revised:

7432 EYE PROTECTION

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for ~~pupils~~students, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which ~~pupils~~students, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each ~~pupil~~student, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1 -1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1 -1986 and the New Jersey Administrative Code. The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eye wear that is appropriate to the activity and certified, in writing, by a licensed optician or other qualified licensed eye professional to meet or exceed those standards. District owned eye protective devices shall be inspected regularly by the appropriate staff member, and defective or poorly fitting devices shall be returned to the Principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which ~~pupils~~students or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The building principal shall ensure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Staff members of such activities are responsible for instructing ~~pupils~~students in appropriate eye safety practices and for serving as exemplary models in the implementation of such practices.

The Board authorizes each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of ~~pupils~~students in the course who wear contact lenses.

A ~~pupil~~-student who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his or her teacher. Any such dismissal from class will be considered to be an

| absence, in accordance with Board policy on ~~pupil~~student attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.S.A. 18A:40-12.1; 18A:40-12.2

| N.J.A.C. ~~6:29-1.7; 6:53-5.1~~ 6A:26-12.5

Adopted: 1 May 2001

Revised:

7433 HAZARDOUS SUBSTANCES

The Board of Education will enforce the law governing hazardous substances in the school district. Employees of this district shall be informed of the hazards related to the handling of certain substances and trained to work with hazardous substances.

Hazardous substance means any substance or substance in a mixture included on the hazardous substance list developed by the New Jersey Department of Health and Senior Services.

Hazardous substances shall not include:

1. Any article containing a hazardous substance if the hazardous substance is present in a solid form which does not pose any acute or chronic health hazard to any person exposed to it;
2. Any hazardous substance constituting less than one percent of a mixture unless the hazardous substance is present in an aggregate amount of five hundred pounds or more in a container in a public or private school or child care center building;
3. Any hazardous substance which is a special health hazardous substance constituting less than the threshold percentage established by the Department of Health and Senior Services pursuant to P.L.1983, c.315 (C.34:5A-1 et seq.), for that special health hazardous substance when present in a mixture;
4. Any hazardous substance present in the same form and concentration as a product packaged for distribution and use by consumers and which is not a product intended primarily for commercial use;
5. Any fuel in a motor vehicle;
6. Tobacco or tobacco products;
7. Wood or wood products;
8. Foods, drugs, or cosmetics;
9. Hazardous substances which are an integral part of a building's structure or furnishings;
10. Products which are personal property and are intended for personal use; and
11. Any substance used in the routine maintenance of a public or private school or child care center building or its grounds, any substance used in a classroom science laboratory, any substance used in a school occupational training facility, including laboratories and shops, and any substance used in the normal operation of the classrooms or administrative offices of a public or private school or child care center, including any substance used in the heating or cooling of the school or child care center.

No person shall use or allow the use of any hazardous substance in or on any building or grounds used as a public school or child care center when children are expected to be present.

The Superintendent may delegate authority for the maintenance of hazardous substances and for the development of safety and training standards for the handling of such substances to a safety officer.

The School Business Administrator/Board Secretary or designee shall conduct periodic audits of hazardous substances in use in the district, ascertain that such substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly equipped to do so.

The School Business Administrator/Board Secretary or designee shall inform the Superintendent of all hazardous substances in use in the district, the purpose of each, and the precautions required for each. The Superintendent shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent shall report periodically to the Board on hazardous substances in district use and the purpose of each.

N.J.S.A. 34:5A-1 et seq.; 34:5A-10.1 et seq.

N.J.A.C. ~~6:29-1.3; 6:53-4.1 et seq.~~ 6A:16-1.4; 6A:19-10.5

N.J.A.C. 8:59-1 et seq.

Adopted: 1 May 2001

Revised:

7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS - M

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this policy, "smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated, or used when used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities, including, but not limited to administrative buildings, kitchens and, maintenance shops, parking lots, and garages. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also included other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8::6-7.2law, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

Notwithstanding any provisions of this policy, smoking by pupils-students is governed by Policy No. 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds as defined above will be posted at each public entrance of a school building in accordance with law. The sign also shall indicate violators are subject to a fine. PupilsStudents and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this policy ~~or~~ and the law after being ordered to stop smoking in school buildings or on school grounds and may request the assistance of law enforcement to accomplish this departure and removal.

In the event the person is found to have violated this policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: April 27, 2010

Revised:

8311 MANAGING ELECTRONIC MAIL

School district e-mail messages, like paper records, must be retained and destroyed according to established records management procedures as required by New Jersey's Division of Archives & Records Management (NJDARM). E-mail messages are electronic documents created and sent or received by a computer system. This definition applies equally to the contents of the communication, the transactional information, and any attachments associated with such communication. Thus, e-mail messages are similar to other forms of communicated messages, such as correspondence and memoranda.

N.J.S.A. 47:3-16, as amended, defines public records as follows:

"Public records" mean any paper, written or printed book, document or drawing, map or plan, photograph, microfilm, data processed or image processed document, sound recording or in a similar device, or any copy thereof, that has been made or required by law to be received for filing, indexing, or reproducing by any officer, commission agency, or authority of the State or any political subdivision thereof, including any subordinate boards thereof, or that has been received in the course of his/her or its official business by such officer, commission, agency, or authority of the State or of any political subdivision thereof, including subordinate boards thereof, in connection with the transaction of public business and has been retained by such recipient or its successor as evidence of its activities or because of the information contained therein.

An e-mail message that meets the criteria of the definition of public records per N.J.S.A. 47:3-16, as amended, whether it is subject to access by the general public or not, must be retained according to records retention and disposition schedules approved by the State Records Committee. No public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

Retention or disposition of e-mail messages must be related to the information they contain or the purpose they serve. The content of e-mail messages may vary considerably and therefore, the content must be evaluated to determine the length of time the message must be retained.

For the purposes of this Policy, there are non-record e-mail messages and public record e-mail messages.

Non-record e-mail messages are personal correspondence that do not meet the criteria of public records as per N.J.S.A. 47:3-16, as amended, and may be deleted at any time unless they become part of some official record as a result of a special circumstance. These types of messages may include personal correspondence not received or created in the course of school district business and may be deleted at any time since it is not an official public record. Non-record e-mail messages are also non-governmental publications that are publications, promotional material from vendors, and similar materials that are publicly available to anyone. These e-mail messages are not public records as defined by N.J.S.A. 47:3-16, as amended, unless specifically incorporated into other official public records, and may also be deleted at any time. However, if an e-mail message is used to justify an expenditure or is included in a

proposal, the e-mail message becomes an official public record and must be retained according to records retention and disposition schedules in accordance with the appropriate retention schedules.

All public record e-mail messages shall be maintained by the individual who sends the e-mail message and the primary recipient. The sender and primary recipient are encouraged to print a hard copy of a public record e-mail and file the e-mail in school district files for continued access. The district may establish a district-wide system to facilitate public record e-mail management for continued access and retention. All public record e-mails shall be retained according to records retention and disposition schedules approved by the State Records Committee and no public record e-mail may be destroyed without prior consent of the NJDARM and the State Records Committee, even if the retention period for a record has expired.

An e-mail message that meets the criteria of the definition of a "government record" per N.J.S.A. 47:1A-1.1 must be made available to the public upon request under New Jersey's Open Public Records Act during the required retention period, unless the content of the message falls under one of the exceptions contained in the Act or any other statute, regulation, Executive Order by the Governor, rule of Court, or Federal law, regulation or order.

State of New Jersey – Circular Letter 03-10-ST – Managing Electronic Mail: Guidelines and Best Practices – 7/11/02

Adopted:

8335 FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Board of Education policies and regulations will be in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA). FERPA affords parents and adult students certain rights with respect to the student's education records. FERPA requires the district to provide parents and adult students the right to inspect and review the student's education records within forty-five days of the day the school district receives a request for access, to request an amendment(s) of the student's education records the parent or adult student believes are inaccurate, and to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits disclosure of student records without consent if the disclosure is to school officials with legitimate educational interests. FERPA permits the school district to disclose education records without a parent's or adult student's consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or adult student of the records request unless it states in its annual notification that it intends to forward records on request.

The parent or adult student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The New Jersey Administrative Code 6A:32-7 – Pupil Records adopted by the New Jersey Department of Education incorporates the requirements of FERPA and Board of Education Policy 8330 ensures parents and adult students are afforded certain rights with respect to the student's education records as required by FERPA.

20 U.S.C. Sec. 1232g. – The Family Educational Rights and Privacy Act
N.J.A.C. 6A:32-7

Adopted:

8431 PREPAREDNESS FOR TOXIC HAZARD

The Board of Education is concerned for the safety of the ~~pupils~~students and staff members assigned to district schools and will take reasonable steps to protect ~~pupils~~students and staff members from hazards that may result from industrial accidents beyond the control of school officials.

The Board will appoint an employee to serve as Toxic Hazard Preparedness (THP) Officer. The THP Officer will, in accordance with procedures prepared by the Superintendent, identify potential sources of toxic hazard and develop a plan that includes preventive and remedial measures to be followed in the event ~~pupils~~students and staff members are exposed to a toxic hazard. The plan will also include a system for the periodic evaluation of school environments.

The THP Officer will enlist the aid of county and municipal authorities and, if possible, the owners or operators of identified potential sources of toxic hazard. The Board may, in its discretion, appoint and charge an ad hoc committee of community representatives to assist the THP Officer.

The plan for toxic hazard preparedness developed by the THP Officer and approved by this Board will be disseminated to the public. Teaching staff members will be instructed in the specific measures to be taken when toxic hazard is present and in the recognition of toxic hazards in the environment. A teaching staff member who detects a toxic hazard in school shall immediately notify the school ~~p~~Principal and the school nurse or, in the absence of either, the person authorized to perform that office.

Nothing in this policy should be construed in any way as an assumption of liability by the Board of Education for any death, injury, or illness that is the consequence of an accident or equipment failure or negligent or deliberate act beyond the control of the Board or its officers and employees.

N.J.S.A. 13:1 K-19 et seq.; N.J.S.A. 34:5A-1 et seq.

N.J.A.C. ~~6:29-1.3~~6A:16-1.4

N.J.A.C. 7:1 G-2.1

N.J.A.C. 8:59-1.4

Adopted: 1 May 2001

Revised:

8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupilstudents who have contracted a communicable disease and of teachers and pupilstudents who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Hunterdon County Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupilstudent who appears to be ill or has been exposed to a communicable disease. A pupilstudent may be isolated in school to await the arrival of or instructions from an adult member of his or her family. If the school medical inspector or the school nurse is present in the building, his or her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupilstudent retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his or her classroom until he or she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupilstudent.

Any pupilstudent or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupilstudents identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupilstudents who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupilstudents in accordance with law; and the filing of reports as required by law.

N.J.S.A. 18A:40-3; 18A:40-7 et seq.

N.J.S.A. 26:4-4; 26:4-6

N.J.A.C. ~~6:29-1.3~~ 8:57-1.3; 8:57-1.6; 6A:16-1.4

N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.; ~~8:61-1.1~~

Adopted: 1 May 2001

Revised:

8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG ABUSE – M

The Board of Education shall observe "School Violence Awareness Week" during the week beginning with the third Monday in October of each year by organizing activities to prevent school violence. Activities shall include, but are not limited to, age-appropriate opportunities for ~~pupil~~student discussion on conflict resolution, issues of ~~pupil~~student diversity, and tolerance. The Board shall invite law enforcement personnel to join members of the teaching staff in the discussions and provide programs for school employees that are designed to help them recognize warning signs of school violence and to instruct them on recommended conduct during an incident of school violence.

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence or the possession and/or distribution of alcohol or other drugs on school grounds, and any school employee who reports a ~~pupil~~student 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 adopted by the Board 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 report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-3.1 and Policy 5512.

The Building Principal, for each incident report of violence, vandalism, harassment, intimidation, bullying, alcohol, or other drug abuse, shall review the incident report for accuracy; forward a copy of the incident report to the Superintendent; and notify the Superintendent of the action taken regarding the incident. 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.

The majority representative of the school employees' bargaining units shall have monthly access to the number and disposition of all reported acts of school violence, ~~and~~vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46. 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.

Two times each school year, between September 1 and January 1 and between January 1 and June 30, at a public hearing held pursuant to N.J.S.A. 18A:17-46, the Superintendent shall report to the Board all acts of violence, vandalism, harassment, intimidation, bullying, and incidents of alcohol and other drug abuse that occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3. The report shall include the number of reports of harassment, intimidation, or bullying, the status of all investigations, the nature of the bullying based on one of the protected categories identified in section 2 of P.L.2002, c.83

(C.18A:37-14), the names of the investigators, the type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying, and any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying. The information shall also be reported once during each reporting period to the Department of Education. The report must include data broken down by the enumerated categories as listed in section 2 of P.L.2002, c.83 (C.18A:37-14), and data broken down by each school in the district, in addition to district-wide data. It shall be a violation to improperly release any confidential information not authorized by Federal or State law for public release.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with the provisions of P.L. 2002, c.83 (C.18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district. The Commissioner shall promulgate guidelines for a program to grade schools for the purposes of N.J.S.A. 18A:17-46. The grade received by a school and the district shall be posted on the homepage of the school's website. The grade for the district and each school of the district shall be posted on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within ten days of the receipt of a grade by the school and district.

~~The Superintendent annually shall 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 in accordance with the requirements of N.J.A.C. 6A:16-5.3(e)1 through (e)3. 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 and 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.~~

Whenever it is alleged a school employee has knowingly falsified the annual report on violence, and vandalism, harassment, intimidation, or bullying required under N.J.S.A. 18A:17-46, the Board shall make a determination regarding whether the employee committed the act. The Board shall provide written notice of the allegations to the employee and the employee shall be entitled to a hearing before the Board in accordance with the provisions of N.J.A.C. 6A:16-5.3(g)2. Upon a determination by the Board that an employee has knowingly falsified the annual violence and vandalism report, the Board may take appropriate action as outlined in N.J.A.C. 6A:16-5.3(g)3. Any action taken by the Board 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. Any employee having been found responsible for the falsification of the annual report by the Board shall have the right to file a grievance under their respective bargaining agreements, appeal the Board's determination to the Commissioner of Education and subsequently to the State Board of Education, or appeal the decision to the Superior Court of New Jersey. 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.

The Board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements of N.J.S.A. 18A:17-46.

N.J.S.A. 18A:17-46; 18A:36-5.1

N.J.A.C. 6A:16-5.2; 6A:16-5.3

Adopted: April 27, 2010

Revised:

8500 FOOD SERVICES

The Board of Education recognizes the midday meal as an important part of each ~~pupil~~student's school day. The Superintendent shall ensure a wholesome, nutritious food services program in the district and one which reinforces the concepts of nutrition education as taught in the classrooms of this district.

The Board shall provide food service facilities for the consumption of food on school premises. All ~~pupil~~students not expressly excused by the Principal shall be expected to remain at school for lunch.

The operation and supervision of the food services program shall be the responsibility of the ~~Cafeteria Manager~~contracted food service management company.

The district shall participate in the Federal School ~~Lunch~~Nutrition Program.

The Food Service Program shall be operated on a nonprofit basis. All moneys derived from the operation, maintenance, or sponsorship of the food service facilities shall be deposited in the Food Service Account. The net cash resources of the food service account may not exceed three months' operating cost. A periodic review of the food service account shall be made by the School Business Administrator/Board Secretary. Any surplus funds shall be used to reduce the cost of the service to ~~pupil~~students or to purchase cafeteria equipment.

The Superintendent shall ensure the maintenance of sanitary, neat premises, free from fire and health hazards, for the preparation and consumption of food and the safekeeping and storage of food and food equipment in strict compliance with regulations of the New Jersey State Department of Health.

N.J.S.A. 18A:18A-42.1; 18A:33-3 et seq.; 18A:58-7.1 ~~N.J.A.C. 6:20-2A.5 et seq.~~
N.J.A.C. 6A:23-2.6 et seq.
N.J.A.C. 8:24-2.1 through 7.5

Adopted: 1 May 2001

Revised:

8600 TRANSPORTATION

The Board of Education shall transport eligible ~~pupil~~students to and from school and school related activities in accordance with ~~law~~N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq. and ~~this~~ Board policy. Transportation shall be provided only to eligible public and nonpublic school ~~pupil~~students, authorized school staff members, and adults serving as approved chaperones.

The Board will provide transportation to and from school for public school ~~pupil~~students less than remote from their school in grades 9-12 who live more than two and one half miles from the school they attend.

The Board will transport ~~pupil~~students certified by a physician as temporarily disabled regardless of the distance between their home and school.

The Board will transport disabled ~~pupil~~students in accordance with N.J.S.A. 18A:46-1 et seq. and Policy No. 8670.

The Board will approve all bus routes by August, prior to the beginning of each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated. The Board will consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Route."~~the provision of transportation to those pupils not otherwise provided transportation by this policy when the Board determines walking conditions to be hazardous.~~

The Board will not be responsible for the transportation of nonresident ~~pupil~~students to or from school, except that transportation to and from school will be provided for homeless children for whom this district is determined to be the district of residence and for homeless children enrolled in this district when no district of residence has been determined.

The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of students enrolled in the schools of this district. Pursuant to N.J.A.C. 6A:27-2.2, students living more than twenty miles from their nonpublic school are eligible for transportation services when other students living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.

~~The Board will provide transportation of pupils remote from schools pursuant to N.J.S.A. 18A:39-1 et seq. The Board will transport resident children who attend a nonpublic or charter school in the State of New Jersey not more than twenty miles from their residence, but not a lesser distance from their residence than that required for the transportation of pupils enrolled in the schools of this district. Aid in lieu of transportation will be provided to a parent/legal guardian pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for~~

~~inclement weather or other conditions, no transportation will be provided for pupils enrolled in any public or nonpublic school.~~

Aid in lieu of transportation will be provided to a parent(s) or legal guardian(s) of nonpublic and charter students pursuant to N.J.S.A. 18A:39-1. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic and/or charter school.

When the Board provides transportation of ~~pupil~~students to and from: county vocational schools and/or schools classified pursuant to chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any nonpublic schools pursuant to N.J.S.A. 18A:39-1 or the Board cannot provide transportation in the ensuing school year the Board will utilize one of the agencies identified and published by the Commissioner of Education as providing cooperative transportation services in accordance with N.J.S.A. 18A:39-1 1.1. The Board will attempt to use one of the agencies prior to determining to pay aid in lieu of transportation if in the prior year payments in lieu of transportation were provided. The Board will provide to the agency any unique limitations or restrictions of the required transportation.

When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent or guardian of the nonpublic school by August 1 prior to the beginning of the school year.

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

~~The Board requires that all buses bid or purchased shall be equipped with seat belts. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport pupils wear seat belts in the same manner.~~

~~The Board requires every school bus bid or purchased that is used to transport public or non-public pupils will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least 5 feet each time the bus door is opened. Buses used to transport pupils must meet state standards. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the~~

~~State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.~~

The Transportation Supervisor shall:-

- ~~1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;~~
- ~~2. Prepare and promulgate procedures to be followed in the event of a bus emergency and rules governing the conduct of all pupils transported by the Board; ———~~
- ~~3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and~~
- ~~4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board.~~

Vehicles used to transport students to and from school or school related activities shall meet standards, registration and inspection requirements of the New Jersey Departments of Education and Transportation. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the Department of Education Policy and Procedures Manual for Pupil Transportation.-

N.J.S.A. 18A:39-1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.

N.J.A.C. ~~6:21-1.1 et seq.; 6:21-2.1 et seq.~~ 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1

Adopted: 1 May 2001

Revised:

8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of pupilstudents of this district between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Superintendent or Principal. The writing must set forth the date, time, and reason for the transportation; the places from and to which pupilstudents will be transported; the name and address of the driver; the names of the pupilstudents to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent or legal guardian of a participating pupilstudent will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of pupilstudents in a private vehicle who is not an employee of this Board or the parent or legal guardian of a pupilstudent enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of pupilstudents must be owned by the approved driver or the spouse of the approved driver; have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupilstudents will extend to their transportation of pupilstudents in a private vehicle. Drivers who are not teaching staff members are requested to report pupilstudent misconduct to the building principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupilstudents will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6:21-10.2; 6:21-10.3 6A:27-7.6; 6A:27-7.7

Adopted: 1 May 2001

Revised:

8670 TRANSPORTATION OF DISABLED PUPILSTUDENTS

The Board of Education shall provide transportation services for pupilstudents with disabilities as required by law and dictated by the pupilstudent's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for a disabled pupilstudent. Such transportation will conform to the pupilstudent's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team (CST) or prescribed by the school physician. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of a disabled pupilstudent may include such special equipment, transportation aides, and special arrangements for other assistance to and from and in and around the school. When necessary for the pupilstudent's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupilstudent. For pupilstudents with disabilities below the age of five, safety belts or restraint systems will be used.

The transportation of disabled pupilstudents to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupilstudent's IEP and approved by the CST. The individual plan for a disabled pupilstudent's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state disabled pupilstudents will be by the most economical and expeditious mode consistent with the pupilstudent's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-2.1; 18A:46-19.6; 18A:46-23

N.J.A.C. ~~6:21-7.1 et seq.~~; 6A:14-3.9(a)7; 6A:27-5.1 et seq.

Adopted: 1 May 2001

Revised:

8750 EMPLOYEE INDEMNIFICATION

The Board of Education recognizes that officers and employees of this district are exposed to certain risks in the course of the performance of their duties and will provide insurance coverage against losses that may be incurred by such risks.

The Board shall in accordance with law, insure employees of the school district against injury and death arising out of or in the course of their employment.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for damages, losses, and costs incurred as a result of a civil ~~suit~~ or administrative action or other legal proceeding brought against any such persons for any acts or omissions arising out of and in the course of their employment or student teaching or other assignment to professional field experience with this Board. This indemnification will include all costs of defending such action, including reasonable counsel fees and expenses, together with costs of appeal, if any, and will hold harmless and protect such person from any financial loss resulting from such action. No employee will be held harmless or have his/her defense costs defrayed in a disciplinary proceeding instituted against him/her by the Board or when the employee is appealing an action taken by the Board. Indemnification for exemplary or punitive damages is not required and will be governed by the standards and procedures set forth in N.J.S.A. 59:10-4. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall provide indemnification to any person holding any office, position or employment under the jurisdiction of the Board, including any student teacher/intern, or person assigned to other professional pre-teaching field experience, for the costs of defense against any criminal or quasi-criminal action ~~prosecution~~ for any such act or omission when such prosecution is dismissed or results in a final disposition favorable to the officer or employee. This indemnification will include the cost of defending such proceeding, including reasonable counsel fees and expenses of the original hearing or trial and all appeals. No employee will be held harmless or have his/her defense costs defrayed as a result of a criminal or quasi-criminal complaint filed against the employee by or on behalf of the Board. The Board may arrange for and maintain appropriate insurance to cover all such damages, losses and expenses.

The Board shall insure against any liability arising out of the use of motor vehicles in the course of the conduct of automobile driver training courses and against any liability arising from the use of a motor vehicle by a person duly appointed by the Board to transport pupils-students and while in the course of such transportation.

The Board may insure against any major liability arising from the use of a motor vehicle by an employee or pupil-student of the district in the performance of district business.

| The Board may, in accordance with law, enter a join contract with Clinton Township and/or Lebanon Township for the purchase of liability insurance.

| N.J.S.A. ~~18A:12-20~~; 18A:16-6; 18A:16-6.1; 18A:18A-3.2; 18A:18A-42(e); 18A:18B-1;
18A:18B-2; 18A:39-6; 18A:39-6.1; 18A:39-20.1
N.J.S.A. 40A:10-52

Adopted: 1 May 2001

Revised:

8810 RELIGIOUS HOLIDAYS

The Board of Education recognizes that the acknowledgment of religious holidays such as Christmas and Chanukah in the public school may be a source of community concern. It is a goal of the district educational program to teach mutual understanding and brotherhood and respect for group differences. In pursuing this goal, the educational program may recognize that various religious groups celebrate different holidays with different practices.

In the acknowledgment of any religious holiday, the Superintendent shall ensure the school and/or school officials do not mandate, organize, participate in an official capacity, endorse, persuade, compel, prevent or deny participation in constitutionally protected prayer or religion in violation of the governing principles of the First Amendment of the United States Constitution. Consistent with these principles, the Superintendent shall ensure that:

1. No worship or religious service of any kind is sponsored by the school district and conducted during the school day, whether or not conducted by a clergyman;
2. Religious exhibits or displays include only materials that are a necessary or integral part of the curriculum;
3. Any religious music played is selected primarily for its artistic content; and
4. Any acknowledgment of a religious holiday neither advances nor inhibits any particular religious sect or religion generally consistent with the governing principles of the First Amendment of the United States Constitution.

U.S. Constitution, First Amendment

N.J. Constitution, Art. 1, ~~4~~, paragraph 4

United States Department of Education – Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

N.J.S.A. 18A:36-16

N.J.A.C. 6:20-1.3(j)

Adopted: 1 May 2001

Revised: