

R 8000 OPERATIONS

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R 8140 ENROLLMENT ACCOUNTING

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 the school year, by original entry or reentry, and shall exclude all pupils who have 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 School Business Administrator/Board Secretary no later than October 16.

## B. Data Collection

1. The School Business Administrator/Board Secretary shall assign responsibility for the preparation of worksheets to document the compilation of register data.
2. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary who shall compare the data submitted on the worksheets to the register count submitted in accordance with ¶A.
3. The School Business Administrator/Board Secretary shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the Superintendent no later than October 25.

## C. Application for State School Aid

The School Business Administrator/Board Secretary shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Adopted: 5 November 2001

R 8220 SCHOOL CLOSINGS

Storm and Emergency Closings

The calendar guarantees for one-hundred eighty (180) student days and one-hundred eighty-five (185) staff days. A minimum of four emergency days are built in. Additional emergency days, if needed, will be described on the adopted calendar.

Storm and emergency closings will be announced beginning at 5:30 AM on Channels 5 and 12. The primary means of notifying families of delayed openings or school closings will be the Honeywell Instant Alert System. The information will also be posted on the district website (Roxbury.org).

Please do not phone the Police Department, officials, or members of the Board of Education. The special school information service number is 973-584-5868.

Emergency closing during school hours will be announced over these same stations.

Late Openings

Occasionally, there are hazardous driving conditions in the early morning hours, with a forecast for improved weather conditions. On such days, a delayed opening schedule will be put into effect, which may include the use of emergency bus routes. On delayed openings, schools will open two (2) hours later than the normal time; bus pickups will also be two (2) hours later than normal.

The TV announcement will read, "Roxbury Township Public Schools will have a two-hour delayed opening. The AM Kindergarten classes will not be in session."

The starting times of schools will be two (2) hours later than normal, but all schools will end at the regularly scheduled time. Every effort will be made to offer students lunch; that may not always be possible. The delayed opening starting times of schools will be as follows:

School

High School	9:27 AM
Eisenhower	10:09 AM
Lincoln/Roosevelt	10:47 AM
Franklin	10:47 AM
Jefferson/Kennedy/Nixon	11:12 AM

## Early Closings

On rare occasions, schools may have to close early due to weather conditions. Early dismissals are about two (2) hours earlier than normal and students will arrive home approximately two (2) hours earlier than normal. The ending times of schools will be as follows:

High School	12:04 PM
EMS	12:29 PM
L/R	12:57 PM
Nixon	1:22 PM
Jefferson	1:22 PM
Kennedy	1:22 PM
Franklin	12:57 PM

AM Kindergarten will be on normal time. There will be no PM Kindergarten.

Adopted: 5 November 2001  
Revised: 3 October 2011

R 8310 PUBLIC RECORDS

## A. Definitions (N.J.S.A. 47:1A-1.1)

"Board" means the Roxbury Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

"State agency" means each of the principle departments in the Executive Branch of the State Government, and all Boards, divisions, commissions, agencies, departments, councils, authorities, offices or officers within any such departments now existing or hereafter established.

"Custodian of a government record" or "custodian" is the officer officially designated by formal action of the Board of Education.

## B. Government Record or Record (N.J.S.A. 47:1A-1.1)

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A government record or record does not include inter-agency or intra-agency advisory, consultative, or deliberative material.
3. A government record or record does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:
  - a. Victims records, except that a victim of a crime shall have access to the victim's own records;
  - b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;

- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as

permitted by section of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and

1. 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 therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;
  - m. Test questions, scoring keys and other examinations for employment or for pupil achievement;
  - n. Information concerning individual pupil records or information regarding grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and
  - o. All other information as defined in N.J.S.A. 47:1A-1 et seq.
- C. Public Right of Inspection, Copies and Fees (N.J.S.A. 47:1A-2 et seq.)
1. Except as otherwise provided in N.J.S.A. 47:1A-1 et seq. or by any other statute, resolution of either or both houses of the Legislature, executive order of the Governor, rule of court, any Federal law, regulation or order, or by any regulation promulgated under the authority of any statute or executive order of the Governor, all records which are required by law to be made, maintained or kept on file by the board, or by any official acting for or on behalf thereof will be deemed to be public records. Every citizen of this State, during the regular business hours maintained by the custodian of government records, has the right to inspect such records.

2. Every citizen of this State also has the right, during such regular business hours and under the supervision of a representative of the custodian, to copy such records by hand, and will also have the right to purchase copies of such records.

3. Copies of records will be made available upon the payment of such price as established below:

First page to tenth page . . . . . \$0.75 per page  
Eleventh page to twentieth page . . . . . \$0.50 per page  
All pages over 20 . . . . . \$0.25 per page

4. If the custodian finds there is no risk of damage or mutilation of such records and it would not be incompatible with the economic and efficient operation of the office and the transaction of public business therein, the custodian may permit any citizen who is seeking to copy more than 100 pages of records to use his own photographic process. The process must be approved by the custodian, upon the payment of a reasonable fee, considering the equipment and the time involved, to be fixed by the custodian at not less than \$10.00 or more than \$50.00 per day.

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

1. Notwithstanding the provisions of N.J.S.A 47:1A:1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined pertain to an investigation in progress by the Board and/or administration:

a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and

b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.

2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.
- E. Enforcement of Right to Inspection, Examination and Copying (N.J.S.A. 47:1A-4)
1. Any such citizen of this State who has been or will have been denied for any reason the right to inspect, copy or obtain a copy of any such record as provided in this act may apply to the Superior Court of New Jersey by a proceeding in lieu of prerogative writ for an order requiring the custodian of the record to afford inspection, the right to copy or to obtain a copy thereof, as provided in N.J.S.A. 47:1A-4.
    - a. A plaintiff in whose favor such an order issues will be entitled to taxed costs and may be awarded a reasonable attorney's fee not to exceed \$500. A defendant who prevails in preventing the issuance of such an order will be entitled to taxed costs in accordance with N.J.S.A. 47:1A-4.
- F. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)
1. The custodian will permit the record to be inspected, examined, and copied by any person during regular business hours. In the case of a board of education having a total district enrollment of 500 or fewer the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
  2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
    - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;

- b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
  - c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and
  - d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.
- G. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)
- 1. If the custodian can demonstrate that its actual costs for duplication of a government record exceed the Board approved rates, the district is permitted to charge the actual cost of duplicating the record.
  - 2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.
  - 3. A custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.

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

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

15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.
  16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.
    - a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.
    - b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
    - c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
  17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.
- H. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)
1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:

- a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
  - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).
2. The right to institute any proceeding under this section will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.
- I. Government Records Council (N.J.S.A. 47:1A-7 et seq.)
- The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.
- J. Common Right Law Right of Access (N.J.S.A. 47:1A-8)
- Nothing contained in N.J.S.A. 47:1A-1 et seq. will be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.
- K. Construction with Other Laws (N.J.S.A. 47-1A-9 et seq.)
1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. will not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court; any federal law; federal regulation; or federal order.
  2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. will not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.

R 8320 PERSONNEL RECORDS

## A. Content of Record

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

- o. Records of special awards, commendations, or distinctions;
  - p. Oath of allegiance;
  - q. Reports of routine physical examinations; and
  - r. Reports of physical and mental examinations required for cause.
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
  - 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of Personnel Records
- 1. The Superintendent is custodian of all personnel records.
  - 2. Personnel records shall be maintained in the office of the Superintendent, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee shall be informed of the content of his/her personnel file.
  - 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
    - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
    - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.

- c. No report or letter or memorandum from any source may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

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

E. Appeal of Content of the File

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

F. Access by Board Members and School Officials

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

G. Computerized Records

1. Computerized personnel records may include only the following information about an employee:
  - a. Name, address, and telephone number;
  - b. Social security number;
  - c. Current assignment;
  - d. Work experience;
  - e. Employment date; and
  - f. Salary guide and step.
2. Computerized information may be used only for the following purposes:
  - a. Payroll;
  - b. An employee's individual employment record; and
  - c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees.

Adopted: 5 November 2001

R 8330 PUPIL RECORDS

## A. Definitions

1. "Access" means the right to view, take notes, and copy by hand or photo-reproduction.
2. "Adult pupil" means a pupil who is the subject of the record and is eighteen years of age or older, is attending an institution of postsecondary education, or is an emancipated minor. The Superintendent may determine that a minor pupil is emancipated on the pupil's presentation of evidence indicating that he/she is financially independent.
3. "Parent(s) or legal guardian(s)" means the natural or adoptive parent(s) or legal guardian(s), custodial or noncustodial, whose parent(s) or legal guardian(s) rights have not been terminated by a court of competent jurisdiction; legal guardian; foster parent(s) or legal guardian(s); approved parent(s) or legal guardian(s) 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 parent(s) or legal guardian(s) 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(s) or legal guardian(s); personal data cannot include the pupil's religious or political affiliation, except as so requested by the adult pupil or parent(s) or legal guardian(s), 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. Any school records with HIV identifying information will be maintained in accordance with the standards of N.J.S.A. 26:5C; which require the following for disclosure of records:

Consent is required for the disclosure of the record of a minor who has or is suspected of having AIDS or HIV infection. Consent shall be obtained from the parent(s) or legal guardian(s) or other individual authorized under State law to act in the minor's behalf.

Records may be disclosed to only the following individuals or agencies:

- (1) Qualified personnel for purpose of conducting scientific research;
- (2) Qualified personnel for purpose of conducting management audits, financial audits or program evaluation;
- (3) Qualified person in medical education or in the diagnosis and treatment of the individual involved;
- (4) To the New Jersey Department of Health as required by state or federal law; and/or

- (5) As permitted by the rules and regulations of the New Jersey Department of Health.
- f. Records required and created in the identification, referral, evaluation, and classification of 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(s) or legal guardian(s) or adult pupil regarding the pupil's achievements or school activities;
  - d. Any correspondence with the pupil and/or the pupil's parent(s) or legal guardian(s);
  - 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(s) or legal guardian(s) 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 or designee is the custodian responsible for the collection and security of pupil records in his/her school. The Principal or designee 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(s) or legal guardian(s) of
    - (1) A minor pupil;
    - (2) A financially dependent adult pupil when the parent(s) or legal guardian(s) 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/her parent(s) or legal guardian(s);
  - c. A pupil sixteen years of age who plans to terminate his/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(s) or legal guardian(s) 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(s) or legal guardian(s) 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(s) or legal guardian(s) 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 marked to prevent inadvertent clerical alteration. The mark will be removed when the review occurs.

4. Where access has been requested by a person other than a parent(s) or legal guardian(s) 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(s) or legal guardian(s), 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. Access to pupil records will be available only to the pupil's parent(s) or legal guardian(s), the adult pupil, appropriate school personnel acting in the educational interest of the pupil, and such others as may be permitted access by rules of the State Board of Education. Every parent, except as prohibited by federal and state law, shall have access to records and information pertaining to his/her unemancipated child, including, but not limited to, medical, dental, insurance, child care and educational records, whether or not the child resides with the parent, unless that access is found by the court to be not in the best interest of the child or the access is found by the court to be sought for the purpose of causing detriment to the other parent. The place of residence of either parent shall not appear on any records or information released pursuant to this Policy and Regulation No. 8330.

A pupil's parent(s), guardian(s) or legal custodian(s) may petition the court to have a parent's access to the pupil's records limited. If the court, after a hearing, finds that the parent's access to the record is not in the best interest of the pupil or that the access sought is for the purpose of causing detriment to the other parent, the court may order that access to the records be limited.

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(s) or legal guardian(s) or adult pupil who, in the judgment of the custodian of the record, might otherwise be prevented from exercising his/her rights of access and appeal under rules governing access to pupil records and the due process rights of 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(s) or legal guardian(s) or adult pupil will be notified of the planned private discussion. On the written request of the parent(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil may be given information from that portion of another pupil's record that contains information about the parent(s) or legal guardian(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:

Forward the pupil's mandated records to the receiving district with written notice of the transfer to the parent(s) or legal guardian(s) or adult pupil.

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(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil.
3. The parent(s) or legal guardian(s) 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(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil must submit a written request to the Principal or designee that includes the specific issues and allegations relating to the pupil record and the relief sought.
2. The Principal or designee will, within ten days of the receipt of the request, meet with the parent(s) or legal guardian(s) or adult pupil to review the issues and allegations raised and the relief sought.
3. If the relief sought by the parent(s) or legal guardian(s) or adult pupil is not granted at the review meeting, the parent(s) or legal guardian(s) or adult pupil will be notified of his/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(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil to appeal to the Commissioner.
5. At all stages of the appeal process the parent(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil.
7. Appeals relating to the records of disabled pupils will be processed in accordance with N.J.A.C. 6A:14-2.9.
8. Regardless of the outcome of the appeal, the parent(s) or legal guardian(s) 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, and other, similarly nonintrusive information.
2. Parent(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil has requested that directory information about the pupil not be released, directory information may, without the consent of the parent(s) or legal guardian(s) 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 senior student information directory of pupils in grade twelve will be compiled annually for distribution to educational, occupational, and military recruiters. The directory will include each pupil's name, address, telephone number, grade level, and other non-obtrusive information.

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(s) or legal guardian(s) 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(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the parent(s) or legal guardian(s) or adult pupil to the last known address is returned or after, notification having been received, the parent(s) or legal guardian(s) or adult pupil fails to submit written consent within ten working days of receipt of notification.
3. Removed records will be destroyed by shredding, burning or complete erasure of records stored on computer disk.

J. Retention of Records

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

1. The parent(s) or legal guardian(s) 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) or legal guardian(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(s) or legal guardian(s) 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(s) or legal guardian(s) or adult pupil have been unsuccessful. Attempts will be deemed unsuccessful after registered mail to the last known address of the parent(s) or legal guardian(s) or adult pupil is returned as undeliverable or after, notification having been received, the parent(s) or legal guardian(s) or adult pupil fails to submit written consent within ten working 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(s) or legal guardian(s) or adult pupil.
- 6. The permanent records of pupils formerly enrolled in this district will be maintained in the school office or school district depository.

Adopted: 5 November 2001

R 8420 EMERGENCY EVACUATION AND LOCK DOWN PLAN

An emergency evacuation and lock down plan will be prepared for each school building and facility in accordance with the following rules.

1. Each building principal and facility supervisor will prepare detailed plans for the quick evacuation or lock down of pupils and staff members in the event of an emergency. The plans will include, as a minimum:
  - a. A map or diagram of the school building, including:
    - (1) All offices, classrooms, workshops, labs, gyms, auditoriums, storage places, public rooms, hallways, restrooms, faculty lounges, and the like;
    - (2) All entrances and exits to the building;
    - (3) The exit routes to be followed by pupils and staff members from every location in the building, including alternative routes to be used in the event that an exit is blocked;
    - (4) The locations of emergency equipment, such as fire extinguishers; and
    - (5) The location of fire alarms, main electrical switches, main gas and water valves, and any other utility device.
  - b. A building procedure for the conduct of fire drills;
  - c. Procedures for the safe evacuation of large assemblies of people in such locations as the auditorium and gymnasium;
  - d. Procedure for locking down the building;
  - e. The identification and telephone numbers of the fire and police departments;
  - f. If available, a parent call chain by which parent(s) or legal guardian(s) can be quickly notified of the evacuation of pupils; and

- g. A location near the school in which evacuated pupils may be kept until they can be removed to their homes and the provisions that will be made for pupils who are kept there.
2. The evacuation plan will be reviewed and updated annually.
3. The lock down plan will be reviewed and updated annually.
4. A copy of the evacuation and lock down plan will be filed with the Superintendent.
5. The evacuation diagram of each building will be prominently displayed in appropriate locations in the building. The regular and alternate evacuation routes appropriate to that room will be prominently displayed in each room in the school.
6. Each staff member assigned to the building is responsible for knowing the evacuation and lock down plan. In particular, each teaching staff member must understand the evacuation route to be taken by the pupils assigned to him/her or the lock down procedures and be prepared to effectuate the plan immediately and under any circumstances.

R 8420.1 FIRE AND FIRE DRILLS

## 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 a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
  - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit;
  - 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. Ensure that the pupils assigned to his/her class have left the school along the route prescribed in the school evacuation plan;
  - g. Direct his/her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;
  - h. Take attendance to determine that all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and
  - i. When the recall signal is given, conduct his/her pupils back to the classroom.

4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each principal shall report monthly to the Superintendent or his/her designee on the conduct of fire drills. His/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 Roxbury Township Fire Department in accordance with law, whether or not the fire has been extinguished.
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 ¶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.

Adopted: 5 November 2001

R 8420.2 BOMB THREATS

## 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 to 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 shall determine to lock down or evacuate the school building. In the event of a lock down, the procedures in the faculty handbook shall be followed. An evacuation will be conducted in accordance with the fire drill procedures established in Regulation No. 8420.1, with the following exceptions:
  - a. The fire drill alarm will include a building designated code to indicate that a bomb threat has been received;
  - b. Teachers will conduct a quick survey of their classrooms for any suspicious or unfamiliar object;
  - c. If the Principal determines that time permits, pupils will empty their lockers and leave them unlocked;
  - d. Teachers will leave the windows and doors of their vacated rooms open; and
  - e. 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.

Adopted: 5 November 2001

R 8420.3 NATURAL DISASTERS AND MAN-MADE CATASTROPHES

A. Definitions

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

B. Procedures

1. The Principal of each school building is responsible for responding quickly and reasonably to all natural disasters and man-made catastrophes. The Principal's primary goal in any emergency is the protection of the pupils and staff members assigned to his/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. The alarm for a disaster or catastrophe will be a building designated signal.
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/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, parents will be notified and 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. Parent(s) or legal guardian(s) 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 parent(s) or legal guardian(s) promptly of the nature of the emergency and to assure them of their children's safety.

10. The Principal, other administrators, and all school staff members will strive to discharge their responsibilities calmly, intelligently, and prudently.
11. The Principal will make a written report to the Superintendent on the nature of the emergency, the actions taken in response to the emergency, and the outcome of those actions. The report will detail, as necessary, the actions of specific staff members and make such recommendations for commendation or discipline as may be appropriate.

Adopted: 5 November 2001

OPERATIONS  
R 8420.4/page 1 of 1  
Fire Drill and Building Evacuation  
Procedures for Handicapped/Disabled Students

R 8420.4 FIRE DRILL AND BUILDING EVACUATION PROCEDURES  
FOR HANDICAPPED/DISABLED STUDENTS

In the event that a student with a significant sensory or motor problem (auditorially handicapped, blind or wheel chair bound) is enrolled in the Roxbury Township Public School System, the Child Study Team will notify the guidance, health and administrative offices. The student's case manager will also notify the appropriate staff members of the student's handicapping condition. These staff members will include: classroom teachers, teachers assigned to study hall, cafeteria aides, and media center staff.

The appropriate staff members will be directed to escort the handicapped student in the event an emergency evacuation of the building is necessary. Established fire drill evacuation procedures are to be followed.

Adopted: 5 November 2001

R 8420.7 LOCKDOWN PROCEDURES

In the event a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures shall be enacted during a lockdown which shall begin with notification to the building's occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

1. The Principal and/or designee will immediately inform the Superintendent of Schools of such action.
2. School staff members will:
  - a. Turn off all lights and electronic equipment (unless it is a bomb threat).
  - b. Instruct pupils to be absolutely quiet.
  - c. Direct pupils away from doors and windows wherever possible.
  - d. Close and lock doors and windows from inside the room.
  - e. Physical education teachers who are in the gymnasium are to direct pupils to an area that may be secured or locked from inside the room or area.
3. Any school staff member not supervising pupils at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with pupils. These staff members should ensure any pupils in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.
4. Teachers shall take pupil attendance for the pupils within their secured area and note any missing pupils.
5. Office personnel should remain in the general office areas or any other area that can be secured from the inside. All office doors shall be locked and secured to prevent entrance by an outside intruder.

6. The building's occupants should remain in lockdown condition until an announcement indicating the lockdown is over.

Lockdown Procedures for Those in Exposed Areas

Physical education classes using outside facilities shall, under the direction of the teacher, report to the nearest school entrance and upon entering the building locate to a secure classroom or location within the building. If there is reason to believe these pupils may be at risk re-entering the building, the teacher may be instructed to remove the children to another secure location off school grounds and/or away from the building.

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

Adopted: 6 April 2009

R 8431 TOXIC HAZARD PREPAREDNESS PROGRAM

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

1. The Toxic Hazard Preparedness (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 609-984-3219. Information regarding compliance with the Toxic Catastrophe Prevention Act may be obtained by calling the project office at 609-984-3641. A copy of a facility's environmental survey may be requested by written request to:

New Jersey Department of  
Environmental Protection  
401 East State Street  
Trenton, New Jersey 08625

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

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

Adopted: 5 November 2001

R 8441 CARE OF INJURED AND ILL PERSONS

## A. Immediate Attention

These regulations apply when a person--pupil, staff member, or visitor--on school premises or in the course of a school-sponsored event or field trip is injured or becomes suddenly ill. The school staff member or other responsible adult present who takes charge should act quickly.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal. The report may be made directly (over an intercom) or by another adult or by a pupil messenger.
2. If it is clearly evident that the illness or injury is serious, emergency medical assistance shall be immediately summoned by telephone call to 911.
3. The victim shall be examined for breathing obstructions, bleeding, and broken bones.
4. The victim shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem such as diabetes or epilepsy.
5. The victim will not be moved, except as may be absolutely necessary to remove the person from a dangerous environment. If necessary, furniture or equipment will be moved to permit space around the victim.
6. The victim should be made as comfortable as possible, without moving him/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/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 hives (blotchy swelling of the face and/or extremities) and difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.

The use of a single dose auto-injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.

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

2. BLEEDING, SEVERE

- a. Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.
- b. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.
- c. Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.

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 two full breaths without allowing the lungs to fully deflate between each breath.

- b. If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.
- c. If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until emergency medical services people arrive.

4. BURNS, MAJOR

The victim has sustained a second, third or fourth 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.
  - (2) Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and
  - (3) 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/her to hospital emergency services.

5. CONCUSSION

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

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

6. CONVULSION OR SEIZURE

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

- 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/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. Contact the Poison Control Center by calling 1-800-POISON for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.
- b. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.
- c. 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.

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

11. SHOCK

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

- a. Keep the victim covered and lying down, with feet raised higher than the heart.
- b. Loosen tight clothing and keep the victim comfortably warm.
- c. If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.

C. Routine First Aid Care

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

1. ABDOMINAL PAIN

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

2. ABRASIONS AND LACERATIONS

- a. Wash area gently with bland soap and cool water, rinsing carefully.

- b. Apply an approved antiseptic.
  - c. Cover area with a light protective adhesive bandage.
3. BITES and STINGS
- a. A wound resulting from the bite of an animal--dog, cat, hamster, mouse--should be treated as follows:
    - (1) Wash wound immediately with soap under running water. Apply an antiseptic ointment.
    - (2) If the wound is severe or a puncture wound, cleanse, notify parent/guardian and send victim to hospital emergency services.
    - (3) Attempt to identify the capture animal.
  - b. A wound resulting from the bite of a human being should be washed and treated by a physician.
  - c. A bee sting should be treated as follows:
    - (1) Remove the stinger.
    - (2) Apply an ice pack.
    - (3) If severe allergic reaction occurs, notify parent/guardian and transport the victim to hospital emergency services via ambulance.
4. BLISTERS (other than those caused by burns)
- a. Apply a light protective bandage.
  - b. Do not break; allow tissues to absorb fluid.
  - c. If blister ruptures, wash with antiseptic and water and apply sterile dressing.
5. BOILS
- a. Apply dry dressing.
  - b. If boil has erupted, cleanse area and apply sterile dressing.

6. BRUISES
  - a. Apply cold compresses or ice to bruised area.
  - b. If bruise is black eye, examine pupil's 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(s) or legal guardian(s).
9. DISLOCATIONS
  - a. Apply ice or cold compress.
  - b. If possible, e.g., in the dislocation of a finger joint, apply a splint.
  - c. Notify pupil's parent(s) or legal guardian(s) for medical evaluation.
10. EARACHE
  - a. Check victim's temperature and examine ear.
  - b. Call parent(s) or legal guardian(s).
11. FAINTING
  - a. Recline victim to lying position on his/her back. Loosen clothing for comfort.
  - b. Check victim for pulse rate and breathing; if necessary, administer CPR.
  - c. If recovery does not occur in reasonable period of time or other symptoms indicate possible complications, take victim to hospital emergency services.

12. FOREIGN OBJECTS

- a. If the object is in the eye,
  - (1) Wash hands and examine the inner surface of the lower lid by pulling lid gently down.
  - (2) Remove object with slightly moistened swab.
  - (3) If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.
  - (4) Eye may be flushed with clean running water to dislodge object.
  - (5) If object remains, notify parent/guardian to transport 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) If object remains, notify parent/guardian to transport victim to hospital emergency services or doctor's office.
  
- c. If the object is in the nose,
  - (1) Use tweezers to remove any soft object that is clearly visible.
  - (2) Have victim gently blow his/her nose once or twice to attempt to dislodge the object.
  - (3) If object remains, notify parent/guardian to transport victim to hospital emergency services or doctor's office.
  
- d. If a foreign object has been swallowed or is in the victim's air passages,
  - (1) Apply the Heimlich maneuver.
  - (2) Notify parent and 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) Notify parent/guardian to transport 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) Notify parent/guardian to transport the victim to the hospital emergency services or doctor's office.
- 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/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) Contact parent/guardian to transport via 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. In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s).
15. MENSTRUAL DISCOMFORT
- a. Have victim rest and apply heating pad for thirty minutes.
  - b. If a physician's permission has been given, administer analgesic.
  - c. If pain is severe, notify parent(s) or legal guardian(s).
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. Pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.
  - c. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) for medical evaluation.
17. POISON IVY, OAK, SUMAC
- a. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.
  - b. After rash appears, apply calamine lotion to lessen itching and burning.
  - c. Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.
18. SORE THROAT
- a. Check victim's temperature.

- b. Observe throat for infection, redness, swollen tonsils, and the like.
  - c. If fever or complicating symptom is present, notify parent(s) or legal guardian(s).
19. SPLINTERS
- a. Cleanse area with soap and water, followed by alcohol.
  - b. If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).
20. SPRAIN
- a. Eliminate all stress on the injured part.
  - b. Keep the area raised, elevated on a pillow or sling.
  - c. Apply ice pack or cold compresses to the injured part to keep swelling down.
  - d. Bandage with elastic bandage for support.
  - e. Notify parent(s) or legal guardian(s).
21. TEETH
- a. Apply a mild analgesic (Anbesol) to a mild toothache.
  - b. If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.
  - c. If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).
  - 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.

This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.

Adopted: 5 November 2001

R 8451 CONTROL OF COMMUNICABLE DISEASE

A. Detection of Communicable Diseases

1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.
2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:
  - a. Pain, generalized or specific,
  - b. Chills,
  - c. Fever,
  - d. Earache,
  - e. Vomiting,
  - f. Sore throat,
  - g. Enlarged glands,
  - h. Skin eruption,
  - i. Running nose, or
  - j. Red and discharging eyes.
3. A pupil who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.
  - a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
  - b. German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
  - c. Measles (rubeola): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.
  - d. Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.

- e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
  - f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
  - g. Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
  - h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
  - i. Head lice (pediculosis): Itching scalp, presence of lice and nits at hair roots.
  - j. Impetigo (staphylococcus infection): Lesions.
  - k. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
  - l. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.
4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the school principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:
- a. Botulism (Clostridium);
  - b. Diphtheria (Corynebacterium diphtheriae);
  - c. Haemophilus influenzae, invasive disease;
  - d. Hepatitis A, institutional settings;

- e. Measles;
- f. Meningoccal disease (*Neisseria meningitidis*);
- g. Pertussis (whooping cough, *bordetella pertussis*);
- h. Plague (*Yersinia pestis*);
- i. Poliomyelitis;
- j. Rabies (human illness);
- k. Rubella;
- l. Viral hemorrhagic fevers, including, but not limited to, Ebola Lassa, and Marburg viruses;
- m. Foodborne intoxications, including, but not limited to, mushroom poisoning;
- n. Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin;
- o. Any other disease included in N.J.A.C. 8:57-1.3.

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 or A4 will be sent to the school nurse's office. The teacher will ensure 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 nor the school medical inspector is available to be consulted about the pupil's condition, the Principal may determine to exclude the pupil from school.

5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and requested to come to school to fetch the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be supervised at all times by a school staff member.

C. Readmission to School

1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he/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.

No pupil who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.
2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.
3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parent(s) or legal guardian(s) of pupils in his/her class that a pupil in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parent(s) or legal guardian(s) may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: 5 November 2001

R 8462 CHILD ABUSE AND/OR NEGLECT

## 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. Neglect 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 and/or neglected child as defined in accordance with N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent(s) or legal guardian(s), or other person having his/her custody or control:

1. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes serious physical injury;
2. Creates or allows to be created a substantial or ongoing risk of physical injury to the child by other than accidental means which causes serious physical injury;
3. Commits or allows to be committed an act of sexual abuse against the child;
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 and/or Neglect

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 and/or neglect. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee over a period of time or

both. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:

- a. There is evidence of physical injury to a pupil not likely to have been caused by an accident, regardless of the pupil's explanation of the injury;
  - b. A pupil complains of having been injured or having been sexually molested, with or without external signs of physical injury;
  - c. A pupil appears to be malnourished;
  - d. A pupil's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;
  - e. A pupil complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;
  - f. A pupil is excessively apprehensive, fearful, withdrawn, or aggressive;
  - g. A parent or the caretaker of a child admits having abused the child;
  - h. The removal from school by the parent(s) or legal guardian(s), or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
  - i. School district personnel have any other reasonable cause to believe that a child has been subject to child abuse and/or neglect or acts of child abuse and/or neglect.
2. The employee should not wait to assemble corroborating evidence of child abuse and/or neglect. The observations and/or complaints of the pupil that gave rise to the reasonable belief that child abuse and/or neglect 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 and/or Neglect
1. Whenever an employee has reason to believe that a pupil of this district has been subjected to child abuse and/or neglect or acts of child abuse and/or neglect, regardless of the identity of the suspected abuser, the employee shall immediately report that information to DYFS by telephone call to the Morris 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). Whenever referring a case to DYFS, the school referrer shall provide, whenever possible, the following information: (N.J.A.C. 6:29-9.2(a)1i(1))
    - a. The child's name, age, grade, and gender;
    - b. The name and address of the child's parent(s) or legal guardian(s) or other person having custody and control (such as a foster parent);
    - c. 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 neglect and/or to the identity of the alleged perpetrator.
  2. The person who has reported a case of possible child abuse and/or neglect to DYFS shall promptly so inform the Principal of the school or his/her designee 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

- c. Result in discrimination against the employee with respect to his/her employment. (N.J.A.C. 6:29-9.2(a)1.
  - 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 DYFS
- 1. The Board of Education and all district personnel will fully cooperate with agents of DYFS in an investigation of child abuse and/or neglect that has occurred at any time outside or within the confines of the school or during school-related functions. N.J.A.C. 6:29-9.2(a)4-7
  - 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/her designee, the child may be accompanied during the interview by a staff member whom he/she feels will be supportive. The accompanying staff member will give comfort to the child but will not participate in the investigation. (N.J.A.C. 6:29-9.2(a)7i)
  - 3. School administrators will cooperate with DYFS in scheduling interviews with school personnel who may have information relevant to the investigation. (N.J.A.C. 6:29-9.2(a)7ii)
  - 4. The custodian of school records shall release, in accordance with N.J.S.A. 18A:36-19 and N.J.A.C. 6:3-6, all pupil records of the child(ren) under investigation that are deemed to be relevant to the assessment or treatment of child abuse and/or neglect.
  - 5. The Board of Education shall maintain, secure, and release all confidential information about child abuse and/or neglect cases in accordance with N.J.S.A. 18A:36-19, N.J.A.C. 9:6-8.10a, and N.J.A.C. 6:3-6.6.
    - a. Information regarding child abuse and/or neglect reported to, investigated and reported upon by DYFS about a school employee shall be considered confidential and may be disclosed only as required in order to cooperate with DYFS investigations or by court order.

- b. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the district chief school administrator or his/her designee.
6. School employees shall regard as confidential all information about a child abuse and/or neglect investigation remediation. N.J.A.C. 6:29-9.2(a)7iv
7. School principals will permit agents of 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. N.J.A.C. 6:29-9.2(a)7v
8. School principals will cooperate with DYFS when that agency deems that it is necessary to remove the child from his/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/she was enrolled. (N.J.A.C. 6:29-9.2(a)7vi)
9. The Board of Education will provide for a district liaison with DYFS in accordance with N.J.A.C. 6:29-9.2(a)5 who will facilitate communication and cooperation between the district and DYFS and act as primary contact person between the schools and DYFS with regard to general information sharing and development of mutual training and other cooperative efforts. The district liaison will assist the Board and administration in developing new employee orientation programs and annual in-service programs to all school staff concerning child abuse and/or neglect. The district liaison will receive DYFS findings at each stage of the investigation and will recommend to the Superintendent such action that may be necessary and appropriate.
10. The Board of Education will provide due process rights to school personnel who have been reassigned or suspended in accordance with N.J.S.A. 18A:6-10 et seq., 18A:25-1, 18A:25-6, and N.J.S.A. 9:6-3-1. Temporary reassignment or suspension of school personnel alleged to have committed an act of child abuse and/or neglect shall occur if there is reasonable cause to believe that the life or the health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child. N.J.A.C. 6:29-9.2(a)7.vii

The Board of Education will remove from the employee's personnel records all references to a report to DYFS and/or official notice from DYFS of child abuse and/or neglect regarding a school district employee, immediately following the receipt of notice from DYFS that the allegation was unfounded. Such unfounded report by DYFS shall not be used against the employee for any purpose relating to their employment in accordance with N.J.A.C. 6:29-9.2(a)7viii.

E. Employee Protection

1. An employee who alleges that he/she has been reassigned or suspended or disciplined or otherwise discriminated against in employment as a result of having reported child abuse and/or neglect in compliance with law may appeal that action in accordance with the grievance procedure set forth in Policy Nos. 3340, 4340 and/or the Collective Bargaining Agreements. (N.J.A.C. 6:29-9.2(a)7vii)
2. School districts shall review all employee personnel files and remove all references to complaints and/or investigations of child abuse and/or neglect by DYFS that have been classified as unfounded or unsubstantiated.

N.J.A.C. 6:29-9.2(a)7viii  
PL 1995, Chapter 34

Adopted: 5 November 2001

R 8464 MISSING CHILDREN

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 ensure the child's attendance at school.

## A. Notification of Pupil Absences and Transfers

1. Parent(s) or legal guardian(s) 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(s) or legal guardian(s) 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(s) or legal guardian(s) 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/her parent or primary caretaker, however recent the removal, shall promptly report that belief to the Principal or his/her designee.

## C. Children Possibly Lost or Abducted

1. The Principal 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 Principal or his/her designee shall attempt to reach by telephone the parent(s) or legal guardian(s) of an 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) or legal guardian(s) place of work as indicated on the emergency notification form submitted by the parent(s) or legal guardian(s).
  3. If a parent(s) or legal guardian(s) cannot be reached by telephone, the Principal or his/her designee 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 Principal or his/her designee cannot reach the parent(s) or legal guardian(s) and cannot locate the pupil, he/she shall promptly inform the Superintendent or Assistant Superintendent 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 Roxbury Township Police Department.
- D. Children Missing by Parental Neglect
1. The Principal or his/her designee shall attempt to determine the reason for the absence of any pupil absent five consecutive school days or more and/or a pattern of established absences.
  2. The Principal shall report a pupil who has been unaccountably absent five consecutive school days or a pattern of established absences to the Roxbury Township Police Department.
  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 ten working days of the withdrawal during the school year or within ten working

days of the withdrawal at the end of the school year, the Principal or his/her designee shall report the child to the Roxbury Township Police Department.

E. Report to Law Enforcement Officials

1. The report to the Roxbury Township 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) or legal guardian(s) last known home address, and
  - c. The parent(s) or legal guardian(s) name and work place, if known.
2. 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 Roxbury Township 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.

F. Report by Law Enforcement Officials

1. Roxbury Township Police Department pursuant to N.J.S.A. 52:17B-9.8b, shall notify the Superintendent of the school district where a missing child is currently or was most recently enrolled, of the disappearance and provide the Superintendent with information concerning the identity of the missing child. The Roxbury Township Police Department shall also notify the Superintendent if the child is located.
2. When the Superintendent is notified of a missing child by the Roxbury Township Police Department, the Superintendent shall mark the child's school record. The mark will be a clearly, identifiable denotation so

in the event a copy or information regarding the record is requested, the school district will be aware the record is that of a missing child. Once the Roxbury Township Police Department notifies the Superintendent that the child has been located, the Superintendent, or designee, will remove the mark from the child's school record.

3. If a copy of a "marked" school record is requested the Superintendent, or designee, will supply a copy of the record to the requestor, in accordance with Board Policy No. 8330, without alerting the requestor to the fact that the record has been "marked" in accordance with the provisions governing access to pupil records.
4. After supplying a copy of or information regarding the "marked" record, the Superintendent will immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Roxbury Township Police Department.

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

A. Definitions

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

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

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- 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 Roxbury Township Police Department and Bias Incident Officer for the county prosecutor's office.
  - 3. The Principal and the Superintendent shall notify the Roxbury Township Police Department and the county prosecutor's office immediately if there is reason to believe the act of violence has been or is about to be committed against a student or there is reason to believe that a life has been or will be threatened.
- C. Procedure For Reporting Bias Incidents
- 1. A school employee should notify the building principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
    - a. A bias incident has been committed or is about to be committed on school property; or
    - b. A bias incident has been or is about to be committed by any student, whether on or off school property and whether or not such bias incident was or is to be committed during school hours.
  - 2. The building principal will notify the Superintendent and the Roxbury Township Police Department.
  - 3. In deciding whether to refer the matter of a bias incident to the Roxbury Township 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 Roxbury Township Police Department or the county prosecutor's office.
- E. Concurrent Jurisdiction
- 1. Unless the Roxbury Township 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 Roxbury Township 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 Roxbury Township 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 Roxbury Township Police Department or county prosecutor's office.
3. The Roxbury Township Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

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

Adopted: 5 November 2001

R 8467 WEAPONS

## A. Definitions

"Weapon" includes:

1. Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid 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. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
2. Components that can be readily assembled into a weapon.
3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.

7. Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.
9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.

B. Confiscation

1. A school employee who confiscates any weapon shall immediately notify the school principal.
2. The Principal shall immediately notify the Chief of Police of the Roxbury Township Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.
3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.
  - a. The Principal shall place the weapon in a box or container.
  - b. The Principal shall record or cause to be recorded on the container or on a document attached to the container,
    - (1) A description of the weapon;
    - (2) The name and signature of the person who confiscated the weapon;
    - (3) The date, time, and place the weapon was confiscated;
    - (4) The circumstances under which the weapon was confiscated; and

- (5) The name of the pupil or staff member believed to be in possession of the weapon when it was confiscated.
        - c. The container will be placed in a secure location under lock and key and under the Principal's direct control.
        - d. In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.
        - e. The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.
      4. The Principal shall provide to the law enforcement officer who takes custody of the weapon:
        - a. All information concerning the manner in which it was confiscated;
        - b. The identity of all persons who had custody of the weapon following its confiscation; and
        - c. The identity of any pupil or staff member believed to have been in possession of the weapon.
- C. Evacuation
1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:
    - a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;
    - b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or

- c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.
  2. Regular evacuation routes may be modified as required to protect pupils and staff members from danger.
  3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.
- D. Removal of Pupils from Educational Program
1. A pupil convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a pupil committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
  2. A pupil who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
  3. Removal of a pupil for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.
  4. The building principal will immediately notify the pupil's parent(s) or legal guardian(s) if the pupil is found to be in possession of a firearm on school property or if a pupil commits an assault upon members of the school community with a weapon other than a firearm on school property.

Adopted: 5 November 2001

R 8468 CRISIS RESPONSE

The Roxbury Board of Education recognizes that school district personnel must take seriously all suggestions demonstrations, or communications of life threatening violence. When confronted with an actual situation in which violent and life-threatening behavior or ideation is present, commitment to student confidentiality is superseded by the imperative for initiating effective intervention.

It shall be the responsibility of the Superintendent to ensure implementation of an awareness and prevention program and a violence response plan. District programs on the recognition prevention and management of life-threatening violent behavior and ideation will be conducted as appropriate for staff, students and parents.

In order to prevent violence, the district has developed a Violence Response Plan to manage; the referral process, evaluation of the student(s) involved and crisis follow-up. The Violence Response Plan involves support for students, parents and staff provided by district and community resources. Failure of a parent or adult student to cooperate fully with the guidelines set forth in this policy and the Violence Response Plan may result in a hearing before the Board of Education and the student's expulsion from school.

All suggestions, demonstrations, or communications of life-threatening violence are subject to the following response. Administrative procedures for handling life threatening behavior or ideation:

1. Any life-threatening behavior, or ideation observed by any staff member, support staff or administrator must be reported to the building principal or designee immediately.
2. The building principal shall determine if it is necessary to implement the referral process and evaluation/action procedures within the established Violence Response Plan.
  - a. When any administrator or staff member has reasonable suspicions to believe that a student is a danger to himself or to others, the Principal or designee shall inform the student on the basis of the belief. Also, the student shall be advised of the school's intention to notify the student's parents or guardian as soon as possible of the suspected behavior or activity.

- b. The Principal or designee, in the presence of a staff member, may conduct a search of the student's locker and a student's person if the administrators suspect the presence of any type of weapon or dangerous device. (In accordance with Board of Education Policy and Regulation No. 5611.)
- 3. The building principal shall notify the Superintendent of the situation and the level of evaluation/action deemed necessary as soon as possible. Under no circumstances is the notification to exceed twenty-four hours.

In no case should any staff member take it upon him/herself to counsel a student outside of this policy and the established Violence Response Plan.

Within twenty school days of the adoption of this policy, and annually at the beginning of the school year, the building principal shall hold an in-service meeting with all staff to review this Violence Response Policy and Response Plan.

Situations in which violent and life-threatening behavior or ideation is present requires the immediate implementation of established procedures for referral, evaluation and follow-up as outlined below. Procedures within this Plan are subject to appropriate state and federal laws including the Individuals with Disabilities in Education Act.

A. Referral Process

- 1. Any staff member who has reason to believe that a student has violent or life-threatening intentions shall notify the Principal immediately. The administration will keep confidential the name of the reporting staff member.
- 2. An interview of the student shall be conducted by the Principal or designee and the school psychologist or social worker.

B. Evaluation/Action

- 1. If, following the interview of the student and consultation with the school psychologist or social worker, the Principal determines that further evaluation is not warranted, the Principal shall:
  - a. Reserve the right to discipline the student as appropriate;

- b. Take any other reasonable actions warranted under the circumstances.
  2. If following the interview of the student and consultation with the school psychologist or social worker, the Principal determines that further evaluation and intervention is warranted, the Principal shall:
    - a. Keep the student under continuous adult supervision by school district personnel as designated.
    - b. Notify the local police immediately of the incident and cooperate with their intervention.
    - c. Contact the parents/guardians to pick up the student immediately and take the student to the nearest psychiatric emergency services unit or adolescent crisis unit for a psychiatric evaluation at the parents/guardian's expense.
    - d. Notify the potential victim(s) and his/her parents if the potential victim is a minor.
    - e. Notify the Director of Special Services, Director of Pupil Personnel Services, and the Crisis Response Team.
    - f. Have the parent(s) or, in the case of an adult student have the student sign a two way release of information to allow district staff to speak to the student's treating mental health care provider.
    - g. Have the student seen by a Board selected psychiatrist at Board expense within ten calendar days.
    - h. Take any other reasonable actions warranted under the circumstances.
- C. Follow-up
  1. At the conclusion of the evaluation process, the appropriate school personnel, the student's treating licensed mental health care provider, and the district's designated psychiatrist or psychologist will confer, prior to returning, and as a condition of remaining in school, the student and parent must comply with

recommended treatment programs. They shall make a recommendation in that regard to the Superintendent. The Superintendent shall then determine whether the student may return to school and shall report the outcome to the Board of Education. If the Superintendent determines not to allow the student to return to school, the student or the student's parents/guardian may appeal that decision to the Board. In the advent of an appeal, the Board of Education will make the final determination regarding the student's return to school following a hearing before the Board.

- 2. When the student returns to school, the student's guidance counselor shall monitor the student's adjustment to school through meetings with the student and consultations with the classroom teachers. The guidance counselor shall report as needed to the Principal.
- 3. District and State documents shall be done by the appropriate administration. Copies of district reports shall be kept in the School Nurse's secured medical file, as well as in the student's file. When a student moves from elementary to middle school and from the middle school to high school, his/her report(s) shall be hand delivered to the nurse of the receiving school.

D. Response Team

In actual situations of violence or life-threatening behavior, the district's Crisis Response Team will be activated by the Superintendent or designee as appropriate.

ROXBURY HIGH SCHOOL

Emergency Response Team For Life Threatening Situations  
(Model for High School - Adjust to meet individual schools needs)

- |                      |                                     |
|----------------------|-------------------------------------|
| First Responder      | Bring first aid kit/wheelchair      |
| Nurse 1              | Assess patient                      |
|                      | Call for help (911)                 |
|                      | Call CODE 1 and location and name   |
|                      | basic life support                  |
| Switchboard Operator | Call 911 and CODE 1 and location    |
|                      | Give name to administrator          |
| Second Responder     | Get supplies/equipment (oxygen bag) |
| (Nurse 2)            | Help first responder - use EMT      |
|                      | staff members if available          |
| EMT #1               |                                     |
| EMT #2               |                                     |

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Crisis Response

Third Responder                      Send guidance counselor to cover  
   EMT teacher's class  
SEC #1                                      Give emergency card and health  
   chart to administrator  
SEC #2                                      Cover Health Office  
SEC #3

Fourth Responder  
Principal                                  Notify Superintendent, notify  
   parent  
Vice Principal                              Crowd control  
Vice Principal                              Send someone to meet squad  
Director of Guidance  
Director of Athletics

Train Bi-annually  
Explain process to main office secretaries

Adopted: 5 November 2001

R 8505 SCHOOL NUTRITION

The Board of Education believes that children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive, and that good health supports student attendance and the ability to learn. The Board, therefore, is committed to the following:

1. Providing school environments that promote and protect children's health and well being;
  2. Providing the district's students and staff with healthy and nutritious foods through its contracted food service operations and other food practices during the school day;
  3. Reinforcing the district's instructional program in nutrition and health by limiting food choices during the school day and providing guidance to students and parents/guardians about health food choices; and
  4. Providing students with the opportunity to engage in daily physical activity.
- A. The following foods may NOT be sold, service, or given out as free promotion anywhere on school property during the school day:
1. All forms of candy;
  2. All food and beverage items listing sugar, in any form, as the first ingredient; and
  3. Additional foods of "minimal nutritional value" (FMNV), as defined by the USDA, including soda water, water ices that do not contain fruit or fruit juices, and chewing gum.

For the purposes of this policy, the "school day" is defined as the time between the start of the first instructional period in each school until 20 minutes after the school's dismissal time.

B. Reimbursable Meals

All reimbursable meals offered through the district's school lunch program shall meet Federal nutrient standards

as required by the U.S. Department of Agriculture Child Nutrition Program regulations. Nutritious and appealing foods, such as fruits, vegetables, low-fat dairy foods, and low-fat grain products shall be emphasized and available through the food service program. The schools shall take efforts to encourage students to make nutritious food choices and consume all components of a balanced school lunch.

The district Business Administrator shall have the responsibility of directing and cooperating with the district's food service provider(s) to ensure that all statutory rules and regulations are followed.

Students and other groups selling food, snacks, or beverages as fundraisers during the school day may not compete with the operation of the district's school lunch program. Therefore, such food sales may not be conducted during the school day as defined above

C. Standards for Other Foods Served or Sold

All foods, snacks, and beverages that are sold or served anywhere on school property during the school day, including items sold in a la carte lines, vending machines, snack bars, school stores, and fundraisers, shall meet the following standards:

Based on manufactures' nutritional data or nutrient labels, foods shall:

1. Contain no more than 8 grams of total fat/serving, with the exception of nuts and seeds;
2. Contain no more than 2 grams of saturated fat/serving; and
3. Contain zero or less than .5 grams of trans fats.

All ice cream/frozen desserts will meet the standards for sugar, fat, and saturated fat as listed above; in the middle and high schools, 40% of ice creams shall be allowed to exceed this standard.

Beverages shall be limited to the following:

1. In the elementary schools, beverages shall be limited to water, milk, or 100% fruit or vegetable juices;
  2. In the middle school and high school, at least 60% of all beverages offered other than water or milk must be 100% fruit or vegetable juices; the remaining 40% of beverages may not include items that are considered "foods of minimal nutritional value."
  3. The portion size of beverages other than water or milk containing 2% or less fat shall not exceed 12 ounces; the portion size for whole milk, when available, shall not exceed 8 ounces.
- D. The Board recognizes that food can be an important element in curriculum-related activities. When food is used as part of the instructional program, the following rules shall apply:
1. Foods prepared in food courses in the Family and Consumer Sciences Department or to teach health must comply with all standards as listed above.
  2. Food used to teach nutrition, food science, or to demonstrate scientific principles are exempt from meeting the standards as listed above.
  3. Foods used to support instruction in social studies, geography, and world languages are exempt from meeting the standards as listed above only if they are historically, socially, culturally, or ethnically authentic, but every effort should be made to meet the standards to the fullest extent possible.
  4. Foods offered as a performance incentive or reward must meet the standards as listed above; food shall not be withheld from students as a punishment.
  5. When appropriate, guest speakers who are invited to address students shall receive orientation regarding relevant food policies and standards in the district.

E. The Board further recognizes that food can be an important part of a student's day in several other ways:

1. Snacks

Proper eating routine should consist of several meals and healthy food breaks during the day to maintain necessary energy levels and classroom focus. Therefore, the opportunity to have healthy snacks during the school day, in addition to the regular lunch is provided where necessary. It is encouraged that snacks provided by parents/guardians for consumption by their child(ren) during these times should comply with all the dietary standards as listed above. Additionally, healthy snacks that conform to the established dietary standards shall be available in the schools for students in Grades 7-12, i.e. through vending machines and/or school stores immediately after school to provide necessary nourishment for students engaged in after school activities such as athletics, musical groups, clubs and work.

2. Special School Events

Food is a traditional part of many special school events, such as birthdays, school wide celebrations, promotions, etc. As of September 1, 2006, no home made food items will be permitted to be served. Since food and beverages for these occasions can be provided by parents/guardians for consumption by our students, it is recommended that they follow dietary standards as listed above, and may only be purchased from the Food & Nutrition Department or an approved vendor. Effective September 1, 2007 we must follow State and Federal guidelines.

F. This regulation does NOT apply to:

1. Medically authorized special needs diets pursuant to 7 CFR part 210;
2. School nurses using foods of minimal nutritional value while providing health care to individual students; or
3. Special needs students whose Individualized Education Plan (IEP) indicates their use.

The Board of Education is committed to promulgating and promoting these food standards to students, parents/guardians, school administrators, teachers, nurses, coaches and advisors, PTA and other parent organizations, booster groups, and the community at large so they have the knowledge and guidance they need to support and reinforce healthy eating habits by our students both in school, in school-related activities, and in their daily lives. Each group should strive to meet all guidelines to the fullest extent possible.

To this end, the Assistant Superintendent, in consultation with other district administrators, principals, school nurses, health teachers, and the district's food service provider, shall develop and distribute written guidelines suggesting those healthy foods that may be provided for students during the school day. Building principals and classroom teachers shall be responsible for monitoring compliance with these guidelines in their buildings and classrooms, respectively.

The Board, believing that eating should be a positive experience, shall strive to provide students and staff with adequate space to eat meals in cleans, pleasant surroundings and allow them adequate time to eat, relax and socialize.

1. Students should have at least 20 minutes to eat lunch.
2. Nutrition information in the food service area should promote healthy food choices.
3. Food service personnel and lunch room aides shall have adequate training and professional development in how to promote healthy eating behavior and to maintain safe, orderly, and pleasant eating environments.
4. Students shall have access to facilities for hand washing and oral hygiene.

The Roxbury Township Public Schools will provide nutrition education and physical education programs, consistent with the New Jersey Core Curriculum Content Standards, that foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education, school meal programs, and related community services. School personnel shall actively promote student physical activity during the school day beyond the required physical education periods.

In support of this policy and to further promote student health and well being, school health services staff shall consistently promote healthy eating to students and other staff. These professionals shall be prepared to recognize conditions such as obesity, eating disorders, and other nutrition-related health problems among students and staff and be able to refer them to appropriate services for counseling or medical treatment.

Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 (PL 108-265)

42 USC 1751 et seq. Richard B. Russell National School Lunch Act

42 USC 1771 et seq. Child Nutrition Act of 1966

7 CFR part 210 Medically authorized special need diets

7 CFR part 210.10 Foods of minimum nutritional value

NJSA 18A:58-7.1-7.2 School Lunch Program

NJAC 2:36-1.1 et seq. Child Nutrition Programs

NJAC 2:36-1.7 Local School Nutrition Policy

NJAC 2:36-1.1-1.13 Biosecurity Policy

Adopted: 11 September 2006

R 8600 STUDENT TRANSPORTATION

General Requirements - Pupils Remote From School

A. The Board will transport:

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

Nonpublic and Charter School Transportation

- A. 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.
- B. Pupils living more than twenty miles from their nonpublic or charter school are eligible for transportation services when other pupils living within the district, whose residence is less than twenty miles from school, are transported to the same nonpublic school.

These pupils living more than twenty miles from the school (maybe or are) required to utilize existing bus routes and stops established for pupils living within the district and within twenty miles of the nonpublic school.

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

The Board will provide transportation to and from school for public school pupils less than remote from their school in grades K through twelve who face unsafe walking conditions.

Required for all districts that provide less than remote/courtesy busing services for pupils who must walk to and from hazardous routes.

#### Hazardous Routes

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

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

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

Charter School Transportation

- A. The Board will provide transportation or aid in lieu of transportation to charter school pupils pursuant to N.J.S.A. 18A:39-1.
- B. The Board is responsible for to and from charter school transportation for the pupils that reside within the district.
- C. Pupils residing within the district that live less than remote from the charter school are eligible for transportation in accordance with the school district's policies for public school pupils.
- D. Pupils who reside in the district or region of residence in which the charter school is located shall be provided with transportation in the same manner as transportation is provided to other public school pupils residing in the district and in accordance with N.J.S.A. 18A:39-1 and N.J.A.C. 6A:27-3.1.
- E. The expenditure for charter school pupil transportation who reside outside of the district or region of residence in which the charter school is located is limited to the annual nonpublic maximum expenditure per pupil in accordance with N.J.S.A. 18A:39-1.
- F. When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for pupils enrolled in any other public school, charter school, and/or nonpublic school.

Subscription Busing

Subscription busing shall be provided in accordance with Policy and Regulation No. 8611.

Cooperative Transportation Services

- A. When the Board provides transportation of pupils to and from the county vocational schools and/or pupils classified pursuant to Chapter 46 of N.J.S.A. 18A of the New Jersey Statutes and/or when the Board has in the prior year provided payments in lieu of transportation for any 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 Morris County and Sussex County ESC for providing cooperative transportation services in accordance with N.J.S.A. 18A:39-11.1.

- B. The Board will attempt to use the cooperative services provided by Morris County and Sussex County ESC prior to determining to pay aid in lieu of transportation.
- C. The Board will provide Morris County and Sussex County ESC with any unique limitations or restrictions of the required transportation. When the costs to provide transportation by one of the agencies is less than the aid in lieu of payments, the Board will contract with the agency to provide transportation.
- D. The Board will make the determination on the manner in which transportation services shall be provided in accordance with N.J.S.A. 18A:39-11.1 and shall notify the nonpublic school and the parent(s) or legal guardian(s) of the nonpublic school by August 1 prior to the beginning of the school year.
- E. Transportation by one of these agencies will not be required when the local district can provide transportation at a lower cost than the Morris County or Sussex County ESC or the transportation provided by Morris County or Sussex County ESC does not fall within the policies of the Board regarding length of ride and assignment of students to a route based on student age or classification.

School Bus Use and Standards

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

- C. The Board requires every school bus bid or purchased that is used to transport public, non-public and/or charter school pupils will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- D. School bus purchase, use and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq.

Operation and Management of Transportation System

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

Adopted: 5 November 2001

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

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/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 Director of Transportation any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the Director of Transportation 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
- i. Not smoke, eat, or drink any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils.

C. General Emergency Rules

- 1. The school bus driver is responsible for the safety of the pupils on his/her bus. In the event of an emergency, the school bus driver must exercise responsible leadership. The safety and well-being of pupils must be the driver's paramount consideration. The bus driver will stay with his/her pupils at all times.
- 2. The bus driver may not leave the school bus when children are aboard except in an emergency and, then, only after he/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 Director of Transportation of the number and location of the bus and the circumstances of the disability. The Director of Transportation will make arrangements for the safety of the pupils involved, by substitute transportation or otherwise.
- D. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented.
    - a. The school bus driver shall, in person or through a responsible delegate, summon the police and emergency medical services, if necessary, and notify the Director of Transportation.

- b. The school bus driver will attempt to make all pupils as safe and comfortable as possible. If necessary, the driver will administer emergency first aid to injured pupils.
- c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or the pupil's personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the Director of Transportation.
- 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 an 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 parent(s) or legal guardian(s) of pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported per ambulance report.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. 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.
  - c. The Director of Transportation shall immediately arrange for the transportation of the pupils by substitute driver, substitute bus, or other means.
3. In the event of an injury to a pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.

- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
- b. If necessary, first aid will be administered.
- c. If the pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the pupil until emergency medical help arrives.
- d. If the pupil's injury is not serious, and
  - (1) Occurs on the way to the school, the school bus driver will deliver the injured pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the pupil's parent(s) or legal guardian(s).
  - (2) Occurs on the way to the pupil's home, the school bus driver will deliver the injured pupil to his/her parent(s) or legal guardian(s) or to a responsible adult at the pupil's home or if no one is home the injured 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(s) or legal guardian(s).
- e. The school bus driver will immediately report the incident to the Principal of the school in which the pupil is enrolled. The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.

R 8660 PRIVATE SMALL VEHICLE TRANSPORTATION

The use of small private vehicles for student transportation shall be covered by the following definitions and regulations:

A. Definitions

1. "School personnel" are individuals who have been appointed to district positions by the Board of Education and who are covered by the district's liability insurance policy.
2. "Parents of enrolled students" are those individuals who jointly or singly have the legal responsibility of caring for a minor who is in attendance at one of the district's schools.
3. A "qualified" person is one who:
  - a. Has attained the age of twenty-one years;
  - b. Has a valid New Jersey drivers license;
  - c. Does not have more than four "points" on his/her current driving record with none of the points being for leaving the scene of an accident.
4. "Approved driver" is one whose "Authorization for Small Vehicle" (as a driver) form has been approved by the School Business Administrator.
5. A vehicle approved for use as a "Private Small Vehicle Transportation" must be registered in New Jersey, must carry at all times a valid inspection sticker, and must be limited in capacity to eight or less individuals.

The owner of an "approved vehicle" must have on file in the office of the School Business Administrator an approved "Authorization for Small Vehicle Use" (as a vehicle) form.

6. Rented vehicles must have a valid rental certificate and registration.

## B. Regulation

1. The owner(s) of small vehicles used for student transportation must affirm for the district the fact that their automobiles are covered with \$100,000/300,000 liability coverage and \$10,000 property damage auto insurance. Individuals certified as "approved drivers" of small vehicles for student transportation must have on file in the office of the School Business Administrator an approved "Authorization for Small Vehicle Use" form. Once approved by the School Business Administrator this authorization is valid until revoked.
2. Owners of vehicles approved for use for Private Small Vehicle Transportation must have on file in the office of the School Business Administrator an approved "Authorization for Small Vehicle Use" form. Once approved by the School Business Administrator this authorization is valid until revoked.
3. Owners and drivers of vehicles approved for Private Small Vehicle Transportation shall be provided liability coverage by the district beyond the maximum of their own policies.
4. Upon application and yearly thereafter, the School Business Administrator shall certify that drivers are "qualified".
5. Safety in pick-up, transit and drop-off.
  - a. In transit, the driver shall keep the doors locked and the windows at a safe level. All students shall use seat belts. General rules of student conduct will be those of the district's regular policy on bus conduct.
  - b. On arrival at the activity, the driver will drop off the students according to directions. In no event shall a student exit from a vehicle on the traffic side.
  - c. On leaving the activity, the driver shall be sure he/she has accounted for whom he/she was responsible. At activities where faculty and chaperones are in charge of a large group, the faculty member in charge shall be responsible for ensuring that all students are accounted for at time of departure.

- d. When the students will become part of a larger group on arrival at their destination, the driver will deliver them to the faculty member or the chaperone in charge, who will be responsible for the students at the activity. If the driver is one of the faculty members or chaperones, he/she will assume those duties on joining the group.
- e. When the driver is the sole adult, he/she shall remain with the group for the entire period.

NOTE: Students must be informed that the driver has the same authority over them as a member of the teaching staff, and that appropriate penalties will be imposed for infractions of the district's code of conduct or student discipline policy.

- 6. All tolls for highways, bridges, tunnels, etc., will be reimbursable on presentation of a receipt. Parking charges are reimbursable on presentation of either the lot ticket or a voucher, if a meter was used. The district will reimburse for mileage.
- 7. All trips involving the use of small vehicle transportation shall be approved in writing by the Principal of the school originating the trip. School employees are forbidden to transport students in small private vehicles for school purposes without the written approval.

Adopted: 5 November 2001

AUTHORIZATION FOR SMALL VEHICLE USE

Request is for:  Vehicle  Driver  Both

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INFORMATION REQUIRED FOR VEHICLE

Vehicle Make and Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_ Serial No.: \_\_\_\_\_  
Registration No: \_\_\_\_\_ Number of Passengers: \_\_\_\_\_  
Name and Address of Owner of Vehicle: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby affirm that the above vehicle is properly inspected and my "Certificate of Insurance" is and will remain current.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Telephone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

-----  
INFORMATION REQUIRED FOR DRIVER

Driver Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Driver's Phone Number: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_  
Driver's Date of Birth: \_\_\_\_\_  
Driver's License Number (Must be New Jersey): \_\_\_\_\_

As indicated above, I have applied for approval as a volunteer driver and hereby authorize the release of my driving record by the Division of Motor Vehicles. The information released shall be used only for the express purpose as indicated.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
Driver Record Checked (Date): \_\_\_\_\_ By \_\_\_\_\_

APPROVED BY BUSINESS ADMINISTRATOR: \_\_\_\_\_

(When approved, a copy is to be returned to applicant)

R 8690 MONITORING DEVICES ON SCHOOL VEHICLES

Recording and Notice

1. In order to maintain a safe and secure environment for all pupils transported on school vehicles the Director of Transportation may cause recording devices to be installed in any district owned or contracted vehicles and activated at specific times.
2. Monitoring devices may include sound video cameras, audio recording devices and other appropriate devices.
3. Pupils and drivers will not be notified when a recording device is "on board" and in use on district vehicles.
4. Each school vehicle shall have a sign, prominently displayed stating that: "Video and/or audio monitoring devices are used on school district owned and contracted vehicles and this vehicle may be monitored at any time."
5. Recordings may be used to monitor and observe the behavior of pupils, teaching and support staff members and the vehicle operator.

Pupil Records and Notice

1. School district personnel will comply with provisions of law regarding pupil records requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Act as applicable in the district's use of video recordings. Video recordings considered for retention as a part of the pupil's behavioral record will be maintained in accordance with established pupil record procedures governing access, review and release of pupil records.
2. The school district personnel will include annual notice in parent/pupil handbooks that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and co-curricular activities.

Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.
2. The district will include notice to personnel that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and/or co-curricular activities.
3. Staff will not be notified when a video camera is "on board" and in use on district vehicles.

Storage/Security

1. All recordings will be stored by the Director of Transportation and secured to ensure confidentiality.
2. Recordings will be stored for sixty school days after initial recording, whereupon such recordings will be released and erased, unless there is an incident pending resolution.
3. Recordings held for review of pupil or staff incident will be maintained in their original form pending resolution. The recording media will then be either released for erasure or retained as necessary as a part of the pupil's behavioral record and/or employee's personnel record in accordance with the established district procedures.

Use

1. The decision to activate recording devices on specific vehicles and at specific times shall be made by the Director of Transportation.
2. Monitoring devices will be used on school transportation vehicles transporting pupils to and from curricular or extracurricular activities on a rotational basis at the discretion of the Director of Transportation.

3. Staff and pupils are prohibited from tampering with or otherwise interfering with recording equipment. Any individual found tampering with equipment shall be subject to discipline.

Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Director of Transportation.
2. Requests for viewing or listening will be limited to those parents or guardians, pupils, teaching or support staff, drivers and district officials with a direct interest in any proceedings, disciplinary or otherwise resulting from the recordings as deemed appropriate by the Director of Transportation.
3. Only the portion of the video or audio recording concerning a specific incident will be made available for viewing.
4. Approval/denial for viewing or listening will be made within five working days of receipt of request and so communicated to the requesting individual(s).
5. Actual viewing or listening to the recording will be permitted at school related sites only, including the transportation office, schools, district office or as otherwise required by law.
6. All viewing will be in the presence of the Director of Transportation.
7. A written log will be maintained by the Director of Transportation of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, vehicle video-taped and driver and the signature of the viewer.
8. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures and district personnel records policy, procedures and applicable labor agreements.

Purchase, Maintenance, Replacement of Equipment/Supplies

1. The Director of Transportation will be responsible for the purchase, maintenance and replacement of all monitoring devices and supplies and develop a long-range video equipment and supply replacement cycle.
2. Vehicle drivers will be responsible to notify their immediate supervisor if equipment is damaged and for the care of monitoring devices while operating district vehicles.

Adopted: 5 November 2001