

WOODBIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Regulations Manual

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BUDGET PREPARATION

The budget is formulated under the direction of the Business Administrator/Board Secretary using a cooperative budgeting system in which the principals develop throughout the year a list of items to be included in the next budget for the implementation of the instructional program and the day-to-day operations in their schools. The central administrative staff estimates the costs of district-wide operations such as staff recruiting, building maintenance, transportation, capital improvements, etc.

The responsible administrators shall prepare their budget requests and justifications for the Business Administrator/Board Secretary in the following manner:

- A. Each principal and other administrative staff member will secure from his/her staff an estimate of needs for the next school year. These needs will be reported by the building principal on the budget request forms. Copies should be retained for the principal's use.
- B. A composite will be forwarded to the appropriate director for review.
- C. The principal will review the required needs of the staff, approve or disapprove the special items and summarize, in general, the total overall report for the school, supplemented and modified according to his/her assessment of the needs of the school as a unit.
- D. The directors shall be responsible for the collection and submission of their data.
- E. All requests for additional staff must be submitted at this time, as well as any other considerations for program expansion and improvement.
- F. The Business Administrator/Board Secretary will then review the above budget estimates with each individual director.
- G. The Business Administrator/Board Secretary, in conjunction with the Superintendent, shall make a compilation of the budget requests, and convert the district's policies for staffing and other allocations to dollar costs.
- H. The Superintendent, in cooperation with the Business Administrator/Board Secretary, shall then compute the resources available. They shall endeavor to match planned expenditures with available resources, so that a balanced budget will be provided for presentation to the Board as the proposed tentative budget.
- I. The completed tentative budget shall contain:
 1. The amount budgeted for proposed expenditures by funds, functions and objectives.
 2. The corresponding amounts budgeted by fund, function and objective that were actually expended during the last completed fiscal year, and anticipated to be expended during the current fiscal year.
 3. All revenues anticipated for the ensuing fiscal year classified as to funds and sources of income, including only those revenues which can be reasonably anticipated and excluding contingency revenues.
 4. The proposed expenditures and anticipated revenues in the budget shall be supported by explanatory schedules or statements of sufficient detail to judge their validity, including a statement which shall summarize the aggregate of revenues, appropriations, assets and liabilities of each fund, in balanced relations.

- J. Should changes in budget allocations be required at any time prior to the adoption of the budget, the Business Administrator/Board Secretary shall notify any director so affected. The director, in turn, should notify affected members of the staff who participated in the preparation of the budget.

Adopted: 12/04
Readopted: 08/14

BUDGET PRESENTATION

Following the approval of the tentative budget by the Board of Education, an appropriate administrator will be assigned the responsibility for initiating a program to acquaint the public with the goals and objectives of the budget and those needs that relate to the attainment of budget goals. The Board Secretary is responsible for placing all legal advertisements.

To achieve this end, a brochure on the budget will be prepared for mailing to each home in the district within two weeks following the budget approval relating the goals the budget is designed to achieve.

Adopted: 08/14

PURCHASES NOT BUDGETED

Purchase Requests rejected by the computers in a specific account will be reviewed by the Business Administrator/Board Secretary who has the authority to transfer funds within the General Account budget. Whenever such transfers are considered, the affected administrator should be consulted.

Adopted: 12/04
Readopted: 08/14

Regulation

TRANSFER OF ITEMS BETWEEN LINE ITEMS

PURCHASES NOT BUDGETED

Public money shall not be dispersed:

- A. In amounts in excess of the funds provided to this district; and
- B. Exceeding the amount budgeted for each major line item or program category or change the purposes for which amounts were allocated.

Transfer of Funds

When funds allocated to or remaining in a line item account or program category are insufficient for a proposed expenditure, the business administrator shall request board approval for the transfer of sufficient funds to meet the expenditure.

Emergency Purchases

An emergency occurs only when the time required for the board lawfully to convene and take action would endanger life, cause the destruction of property, or seriously disrupt the educational program; it is not intended by this policy that emergencies shall be permitted to occur as the result of inadequate planning or delay.

In the event of emergency:

- A. A purchase order up to the amount required to cover such emergency may be authorized by the superintendent; and
- B. Emergency authorization shall be reported to the board at its next meeting.

Over-Expenditure of Funds

The business administrator shall:

- A. Inform the board each month that no line item account or program category/account has been over-expended in violation of law or this policy.

The board shall then:

- A. Review the business administrator's monthly financial report;
- B. Certify in the minutes or document in the board business administrator/board secretary report that no major account or fund has been over-expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- C. The board shall eliminate the deficit by approving a resolution that transfers amounts among line item items and/or from the free balance.

TRANSFER OF ITEMS BETWEEN LINE ITEMS/
PURCHASES NOT BUDGETED (regulation continued)

The superintendent shall:

- A. Report anticipated over-expenditure in the current expense, capital outlay, or debt services accounts will be reported immediately to the executive county superintendent;
- B. Notify the executive county superintendent of the projected amount of the anticipated over-expenditure;
- C. Document the reason or reasons for the over-expenditure;
- D. Document the action being taken by the board to avoid the over-expenditure. Any such corrective action will be recorded in the board minutes.

The board recognizes that it is a crime of the fourth degree for a board member to purposely and knowingly disburse, order, or vote for the disbursement of public funds in excess of appropriation or incur obligations in excess of appropriation and the limit of expenditure set by law.

Adopted: 08/14

TAX REVENUES

It is the responsibility of the Board Secretary to insure that sufficient monies are available from the municipality to cover anticipated monthly costs. The total revenues shall be divided into twelve equal payments each of which shall be payable as follows:

15th of Month	\$1,500,000
Last Work Day	Balance of Payment

Adopted: 08/14

DISCARDING MATERIAL AND EQUIPMENT

From time to time certain items purchased and owned by the Board of Education become unsuitable or inappropriate for continued use by the district. To be financially responsible, the disposal of such items should be accomplished in the following manner to insure the greatest possible benefit to the district.

- A. Any item considered usable, but not needed, should be described on the appropriate form and sent to the Director of Instructional Services.
- B. At least twice a year a list of all items so reported shall be circulated to all central office personnel, building principals, and program directors.
- C. Any item(s) that can be used elsewhere in the district shall be transferred as soon as possible and practical.
- D. Any item(s) not needed by anyone in the district shall be offered at public auction, subject to all relevant laws and policies of the Board of Education.

The Board Secretary and the Superintendent will meet at least once a year to discuss and compile a list of items such as furniture, equipment, textbooks, fixtures, supplies, materials, etc., which are no longer usable by the school district.

After compiling the list and presenting it to the Board of Education for approval, the Board Secretary will advertise the auction of the listed items. The items will be auctioned off to the public at a designated time and place noted in the advertisement, and no less than ten (10) days after the appearance of the advertisement in the local newspaper.

Adopted: 08/14

ACCEPTANCE OF DONATED TECHNOLOGY EQUIPMENT

While the Board accepts its responsibility to provide public funds for sufficient hardware and software to support an effective instructional program, it recognizes, that from time to time, individuals or organizations in the community may wish to contribute additional hardware or software to enhance or extend the students' educational experience. With this in mind, the Board has established the following policy for the acceptance of donated hardware and/or software.

- A. All hardware accepted by Woodbridge Township School District must be in good working order.
 - 1. The accepting school/department assumes responsibility for the costs of putting the hardware in good working order.
 - 2. The accepting school/department assumes responsibility for the supplies needed to support this hardware.
 - 3. If the donated hardware is viewed as "disposable," (to use it until it ceases to function, and then dispose of it), the donor should be made aware of this intent. Further, the donor should be asked if there are any conditions or requirements as to how the hardware disposal should be handled.
- B. All hardware offered for donation will be reviewed by the Woodbridge Township School District Technology Team.
 - 1. Hardware that passes review and is fully supported by the District Technology Team, will be serviced and repaired by the district as if it had been an original district purchase.
 - a. Woodbridge Township Technology Team field support technicians can assist with the setup and configuration of donated hardware that complies with the district hardware standards.
 - 2. If the hardware is not a supported item, the school or department that accepts the donation assumes responsibility for costs of keeping the hardware in good working order.
 - a. For hardware that does not comply with the standards, our technicians can assist with the setup and configuration as long the time required does not substantially exceed what would be required to set up equipment that is in compliance with district standards.
 - b. If the technicians determine that extraordinary time will be required to set up and configure a nonstandard piece of hardware, they will advise the accepting department or school that assistance will not be available.
- C. Donated hardware should not be connected to the district network without specific permission and direction from the District Technology Team.
 - 1. Should any person, school or department connect a hub, switch, router, or other device that affects the topography of a network without direct permission and direction from the district technology team he/she/they will be responsible for any costs to disconnect, repair or replace equipment involved.
- D. Licenses for any donated software must be provided to the District. This includes operating system software.
 - 1. If the license is not available, a copy will need to be purchased before the computer can be used. The cost will be assimilated by the accepting school/department.
- E. Items offered for donation at the district level will be reviewed by Woodbridge Township Technology Team for acceptance.
 - 1. Distribution of donated items to departments or schools will be handled by the District Technology Department.

- a. A donor may choose to designate a specific school or department to receive the donated items.
 - b. If undesignated, the Assistant Superintendent for Curriculum and Instruction will determine appropriate distribution by an assessment of need, or by soliciting proposals for usage of the equipment and selecting the recipient(s) on the merit of their proposal(s).
- F. Any donated hardware, regardless of value, or other items valued at over \$2000 should be added to the fixed assets system.
- 1. Final recipient of donated hardware should provide a list, including the source of the donation, serial numbers, descriptions, models, brands, and approximate values to the Purchasing Specialist who will provide barcodes for the recipient to attach to the hardware for inventory control purposes.
- G. All accepted donated hardware will be delivered to Evergreen Receiving Center prior to deployment to any school/department.
- 1. Proper setup, licensing verification, fixed asset entry and labeling will be done at the receiving center prior to deployment.
 - 2. Should the donor require a receipt for their donation, the district will provide them with a letter listing the make, model and serial number of donated items. It is the responsibility of the donor, not the Woodbridge Township School District, to determine the value of donated items.
- H. The Board reserves the right to refuse to accept any hardware and/or software which does not comply with the standards set forth in the District Technology Plan; or if ownership of said hardware/software would deplete the resources of the school district.
- I. Any hardware/software accepted by the Board shall become the property of the Woodbridge Township School District and is subject to the same controls and regulations as are other properties of the District.

Adopted: 07/03
Readopted: 08/14

DONATIONS OF EQUIPMENT

No donations of equipment are to be accepted until the designated administrator has received written permission from the appropriate director to accept the gift(s) on behalf of the school district.

In requesting permission to accept a proposed gift, please include:

- A. Item(s) to be donated;
- B. Proposed use of the item(s) in the school (in detail);
- C. Value to students and teachers;
- D. Curricular area(s) to be served;
- E. Location of the equipment in the school;
- F. Cost to the district for moving, installation and maintenance.
- J. Should changes in budget allocations be required at any time prior to the adoption of the budget, the Business Administrator/Board Secretary shall notify any director so affected. The director, in turn, should notify affected members of the staff who participated in the preparation of the budget.

Adopted: 12/04
Readopted: 08/14

INVESTMENTS

The Board Secretary has been authorized by the Board of Education to make investments of monies out of the General Fund, Building Program Fund and such other funds which may become available for investment from time to time in the banking institutions approved by the Board annually.

These banks shall first submit notification of eligibility under the Governmental Unit Depositor's Protective Act as a depositor for public funds, and any other bank approved by the Board on the recommendation of the Board Secretary shall do the same.

The Board Secretary must report to the Superintendent on a monthly basis in writing concerning the actions taken in connection with any investments; and include in said report a specification of the banking institutions which were investigated, the choice of investments available, and the reasons for the investments chosen. A copy of this report shall be sent to the Board of Education.

Adopted: 08/14

PURCHASING

In accordance with state statutes and regulations as set by the State Department of Education, all purchasing is to be processed through the Office of the Business Administrator/Board Secretary. It is understood that all purchasing and bidding procedures shall be in accordance with 18A:18A-1 et seq., and any revision or amendments thereto.

- A. All district purchasing shall be processed through the Chief Purchasing Clerk for all budgetary items and for all special funded projects or programs. **No employee is permitted to commit the district to any purchase without an approved purchase order number.**
- B. Before the Chief Purchasing Clerk places a purchase order, approval must be obtained from the appropriate Director who shall check as to whether the proposed purchase is educationally sound, and whether the material might be available elsewhere in the district.
- C. The Chief Purchasing Clerk shall solicit at least three written quotations from independent sources for supplies, equipment, or services (except professional services), whenever possible, and when the contemplated expenditure is more than twenty percent (20%) of the bid threshold established by the state and is not being made under a state contract. All quotations shall be attached to and retained with a copy of the resulting purchase order.
- D. Requisitions: May be originated by the following: Superintendent, Assistant Superintendents, principals, directors, supervisors, and Business Administrator/Board Secretary against those accounts for which they are responsible.
 - 1. Requisitions shall be issued in triplicate and distributed as follows:
 - a. Original (White) - after approval will go to the Purchasing Department for the issuance of a purchase order;
 - b. Duplicate (Yellow) - to the Office of Instructional Services for file; (Schools Only)
 - c. Triplicate (Pink) - to be retained by the originator and used for follow-up to the purchase order.
 - 2. Suggested source of supplier may be indicated by originator.
 - 3. "Confirming Orders" are not permitted (See Regulation No. 6062).
- E. Approvals of all requisitions shall be by principal, appropriate director, Assistant Superintendent, and the Business Administrator/Board Secretary.
- F. Quotations: Prior to the purchase of any material, supply, or service in excess of the twenty percent (20%) of the bid threshold established by the state, a reasonable effort shall be made by the originator to determine if a competitive price for such supply, material, or service can be obtained, and that such "reasonable effort" shall be presumed to have been made if three (3) quotes are solicited and received from independent sources for such material, supply, or service, and that such quote or "reasonable effort" shall be recorded in writing and annexed to the purchase order which must be presented and passed on at a regularly called meeting of the Board.
- G. In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:
 - 1. Items commonly used in the various schools or units thereof be standardized whenever consistency with educational goals can be maintained.

2. Opportunity be provided to as many responsible suppliers as possible to do business with the school district. To this end the responsible administrator shall develop and maintain lists of potential suppliers for various types of supplies, equipment and services.
 3. The Chief Purchasing Clerk shall make alternate suggestions to the requisitioner if, in his/her judgment, better service, delivery or economy utility can be achieved by changing the proposed order.
- H. Authorized Signature: No purchase order shall be considered valid without the signature of the Business Administrator/Board Secretary or Assistant Board Secretary.
- I. Routing: After the order has been placed, the copies of the purchase order shall be routed as follows:
1. Original (white) - to vendor
 2. Voucher (white) - to vendor
 3. Accounting (pink) - to accounting
 4. Purchasing (salmon) - to alphabetical file
 5. Purchasing (yellow) - to numerical file
 6. Finance (white) - to finance
 7. Receiving Report (blue) - to originator
 8. Originator (green) - to originator

Adopted: 09/92
Readopted: 08/14

PAYMENT OF CLAIMS

The following procedure must be followed in processing a completed purchase order for payment:

- A. Upon receipt of the voucher (white copy of purchase order) from the vendor, determine if certification is signed, (if \$25 or more), billed price is not more than that authorized, extensions are checked, and tax has not been charged. If extension is incorrect, return to vendor with notation; if tax is charged, return to vendor with copy of letter from N. J. Sales Tax Bureau.
- B. Upon receipt of the order in proper condition, the receiving report copy of the purchase order will be signed in the space provided by the recipient and the originator of the purchase order. The copy will then be returned to the Board Secretary's office.

It is requested that the receiving report be signed and returned to the Board Secretary's office as soon as shipment is complete.
- C. If all is in order, clip the finance copy and receiving report copies of the purchase order together, attach vendor's voucher and invoice, and forward appropriate information to the Data Processing Center who, in turn, will prepare warrants.
- D. Following Board approval and appropriate information, warrants shall be released by the Secretary. The Finance copy shall be filed alphabetically by vendor and the voucher shall be filed numerically by warrant number.

Adopted: 08/14

PROCEDURE REGARDING CONFIRMATION ORDERS

There will be no such thing as a "Confirmation Order" in the Woodbridge Township School District. Where "Confirmation Orders" once existed, these situations will be handled as follows:

A. Athletics

1. A purchase order will be issued prior to a season's beginning, by sport, for the transportation necessary and the cost involved, in transporting participants in these activities.
2. A purchase order will be issued prior to the season getting under way covering the insurance on participants.
3. A purchase order for reconditioning, by sport, will be issued prior to pick-up of equipment. (This cost should be estimated and the exact cost of reconditioning, especially in regard to football equipment, determined upon completion of the work.)

B. Educational Programs

1. Each school with a Home Economics program will issue as many purchase orders as they have vendors in an amount not to exceed their allotment at the beginning of the school year. Each month as bills arrive from these vendors, they will be paid against these blanket purchase orders.
2. Reconditioning of library books will be accomplished by issuing a purchase order which will state, "not to exceed \$_____."

C. Non-Educational Programs

Blanket purchase orders, in modest amounts, may be written to known vendors because materials will be needed to cover emergencies, as well as small items needed by our Plumbers, Painters, Carpenters, Electricians, etc.

D. Payment "After-the-Fact"

1. Cost of advertisement in newspapers, magazines, periodicals, etc., for position vacancies, to receive bids, etc.
2. Reimbursement for expenses incurred while attending conferences or performing duties commensurate with their position not to exceed approved amount.

Adopted: 08/14

**EXPENDITURES OF SCHOOL FUNDS FOR
ELEMENTARY, MIDDLE, AND HIGH SCHOOL**

For purposes of these guidelines, school funds are defined as monies that are raised by and for the school, to be expended pursuant to all established regulations which are related to school funds - #5380, #5381 and #6150.

School funds are ancillary monies which are not required for the operation of the school, but are considered a helpful and useful addition to the total school program.

While sources of funds may vary from school to school, generally these sources include, but may not be limited to, a percentage from the sale of school pictures and/or P.T.A./P.T.O. monetary gifts.

The expenditure of the school funds should be for purchases that would enhance the educational, social, or recreational needs of the student population. Note that this does not include supplies and materials necessary for the prescribed educational program since these will be provided by the Board of Education funds.

When any proposed purchase exceeds the sum of \$2,500 the building principal shall refer the purchase to the Business Administrator/Board Secretary. Exempt from approval would be any checks made payable to the Woodbridge Township Board of Education. (Example: Woodbridge Township Board of Education - Cafeteria Account.)

Dedicated funds (those which have been donated for a specific purpose) shall be used for the intended purpose.

Principals shall not write checks to themselves or members of their families.

The school financial ledger shall reflect all transactions involving the use of these funds and shall be audited annually.

Adopted: 12/95
Readopted: 08/14; 11/17

PAYMENTS FOR ATHLETIC GAMES

Effective July 1, 2018, through June 30, 2020 the schedule of payments for athletic games and extracurricular athletic events, will be as follows:

GENERAL GAME EXPENSES (PER GAME)

Site Manager	\$52.00
Ticket Seller	\$47.00
Ticket Taker	\$47.00
Crowd Control	\$47.00
Announcer	\$55.00

ADDITIONAL GAME EXPENSES

Football	\$78.00
Basketball/Wrestling	\$47.00
All Others	\$37.00

FOOTBALL - Officials

Varsity	\$91.00
Sub-Varsity	\$60.00
Chain Crew - Varsity	\$60.00
Electric Clock Operator - Varsity	\$65.00
Sub Varsity Chain	\$50.00

VARSITY FOOTBALL -

Site Manager	\$90.00
Crowd Control	\$80.00

BASEBALL - Officials

Varsity – Plate/Base	\$83.00
Sub-Varsity	\$60.00

SOFTBALL - Officials

Varsity – Plate/Base	\$77.00
Sub-Varsity	\$58.00

BASKETBALL – Officials

Varsity	\$81.00
Sub-Varsity	\$58.00
Clock Operator – V/JV/Fr	\$45.00game
Score Keeper – V/JV/Fr	\$45.00game

SOCCER – Officials

Varsity	\$80.00
Sub-Varsity	\$58.00

VOLLEYBALL – Officials

Official – Varsity	\$70.00 game
Official – JV	\$50.00 game
Tri-Meet	\$210.00
1 Site V/JV/FR	\$145.00
Tri-Meet JV or FR	\$150.00
Quad Meet JV or FR	\$200.00
Scorekeeper – V/JV	\$45.00 game
Clock Operator – V/JV	\$45.00 game

ICE HOCKEY - Officials

Official – Varsity	\$89.00 game
Official – JV	\$67.00 game
Scorekeeper – V/JV	\$45.00 game
Clock Operator – V/JV	\$45.00 game

WRESTLING – Officials

Varsity	\$81.00
Varsity + 5	\$126.00
Varsity 6 +	\$136.00
Sub-Varsity	\$57.00
Clock Operator – Varsity/JV combo	\$63.00 Up to 6 matches \$70.00 over 6 matches
Clock Operator – V/JV/Fr (Ind.)	\$45.00 per team

WRESTLING – Invitational Tournament

Director	\$150.00
Assistant Director (2)	\$80.00
Ticket Seller/Taker	\$90.00
Official	\$150.00
Clock Operator	\$75.00 (each)

WRESTLING – Invitational Tournament

Score Keeper	\$75.00 (each)
Crowd Control	\$90.00
Announcer	\$90.00
Site Manager	\$105.00
Trainer (Non-Contracted)	\$150.00

CROSS COUNTRY – Officials

Starter - Dual	\$73.00
Starter – Tri-Meet	\$75.00
Judge/Timer – Dual	\$68.00
Judge/Timer – Tri-Meet	\$70.00

ERNEST DUBAY TRACK MEET - Officials

Starter	\$60.00
Announcer	\$60.00
Judge/Timer	\$50.00

TRACK - Officials

Starter – Dual	\$63.00
Starter – Tri-Meet	\$73.00
Starter 2 Boys/ 2 Girls	\$83.00
Starter – 3 Boys/3 Girls	\$97.00
Judge/Timer – Dual	\$58.00
Judge/Timer – Tri-Meet	\$68.00
Judge/Timer – 2 Boys/2 Girls	\$78.00
Judge/Timer – 3 Boys/3 Girls	\$92.00

SWIMMING - Officials

Official – Varsity & JV	\$74.00 meet
Tri-meet (3/1)	\$76.00
Coed – Dual	\$85.00
Tri-meet (3/2)	\$93.00
Scorekeeper – V/JV	\$45.00game
Clock Operator – V/JV	\$45.00 game

MIDDLE SCHOOL SPORTS

Site Manager	\$42.00
Baseball Umpire	2 per game at \$62.00 per game each
Softball Umpire	\$58.00
Basketball Referee	2 per game at \$58.00 per game each
Basketball Timer	\$42.00
Volleyball Official	\$58.00

Note:

An official working alone for any particular athletic event that calls for two officials will be paid his/her regular payment and one-half of the extra assignment.

If a contest is not started for any reason and the official has arrived, he/she is to be paid one-half fee for travel.

If a contest is terminated before its conclusion, the official is to be paid the full rate.

Adopted: 12/04, 09/14, 10/14, 07/15, 06/17, 08/18

Revised: 10/14, 07/15, 06/17, 08/18

Readopted: 10/14, 07/15, 06/17, 08/18

Regulation

PAYMENT FOR GOODS AND SERVICES

No claim or demand shall be audited or paid unless it is authorized by law, is fully itemized and is approved by the board of education, nor unless the amount required to pay the same, has been heretofore appropriated by the board.

No purchase shall be made except through the use of a regular purchase order form. Each and every purchase order must be signed by the board secretary/business administrator or by the superintendent in the absence of the board secretary.

Only claims submitted on an approved voucher form, verified by the board secretary/business administrator that the materials have been received or services rendered, and duly audited by the board secretary/business administrator may be submitted to the board of education for authorization to pay; except, that the payment of claims for light, telephone, freight and express charges may be made in advance of authorization but shall be submitted for consideration at the next meeting of the board.

A claim for new construction work shall also be accompanied by the certificate of the architect engaged for such work on the form provided by the board.

Processing for Payment

Bills will not be processed for payment unless an invoice containing the following information has been submitted.

1. Vendor's name and business location
2. Date of purchase
3. Description of merchandise
4. Quantity
5. Unit price
6. Total cost
7. Location for which purchased
8. Signature of person authorized to make purchase

All bills will be paid by check.

Expense Vouchers

Staff members who wish to be reimbursed by the board of education for expenses should proceed as follows:

1. Secure well in advance approval from the superintendent for the anticipated expense.
2. Assume costs personally, keeping a complete record of expenditures and receipts for same.
3. Submit on a voucher at least two weeks before the regular monthly meeting of the board, the request for reimbursement.

Check Register

The check register showing to whom each check was written, date, amount and reason for issuance shall be available at meetings of the board of education for review by the board or public.

Adopted: 08/14

Regulation

PROFESSIONAL SERVICES

In accordance with N.J.A.C. 6A:23A-5.2, the Woodbridge Township Board of Education adopts this regulation and its strategies to minimize the cost of professional services.

The board of education, under this regulation, establishes the following annual maximum dollar amounts for the professional services listed below.

Legal Services	\$450,000
Labor Consultant	\$100,000
Architect/Engineering Services	\$250,000
Medical Professionals	\$25,000
Auditor	\$15,000

At any time, should the administration anticipate exceeding these annual maximum dollar amounts, the board shall approve by resolution, any specific contract which will cause the district to exceed these established maximum amounts or to increase the annual maximum amount.

The board also establishes an annual maximum public relations cost of \$250,000 inclusive of all district personnel, printing, postage and supplies cost.

Other non-employee professionals providing individual student-related services shall be approved by the board annually based on a maximum hourly rate.

Contracts for professional services will be used by the board in a deliberative and efficient manner such as through a request for proposals based on cost and other specified factors or another comparable process that ensures the district receives the highest quality services at a fair and competitive price or through a shared service arrangement. Contracts for professional services shall be limited to non-recurring or specialized work for which the district does not possess adequate in-house resources or in-house expertise to conduct.

Nothing in policy 3327, this regulation or N.J.A.C. 6A:23A-5.2 shall preclude the board from complying with the requirements of any statute, administrative code, or regulation for the award of professional services contracts.

Adopted: 06/09
Readopted: 08/14

Regulation

PRUDENT USE OF LEGAL SERVICES

Prudent Use of Legal Services

If at any time the district's legal costs exceed 130 percent of the Statewide average per student amount, the following procedures will be in effect to ensure the prudent and cost-effective use of legal services, the district will:

1. Limit and designate the persons with the authority to request services or advice from contracted legal counsel;
2. Legal counsel will not be used unnecessarily to make management decisions;
3. Legal counsel will not be used unnecessarily to obtain readily available information such as district policies;
4. Requests for legal advice shall be made in writing;
5. Contact logs and records shall be kept;
6. Records shall be reviewed to determine that the requests for legal advice are necessary;
7. Advance payments for legal services are prohibited;
8. Services shall be described in detail;
9. Invoices for payment shall be itemized; and
10. Payment shall only be for services actually provided.

To implement this policy, the following guidelines and procedures will be followed. To ensure the prudent and cost-effective use of legal services, the district will:

1. Limit and designate the persons with the authority to request services or advice from contracted legal counsel.
 - a. The staff members authorized to call the board attorney are the superintendent and the business administrator;
 - b. The board president is authorized to call the board attorney;
 - c. The board president may authorize another board member to call the board attorney; and
 - d. Attorney advice will be noted in writing and provided to the board president.
2. Legal counsel will not be used unnecessarily to make management decisions.
 - a. The superintendent will manage operations and the school board will set policy for the district;
 - b. Whenever possible, the superintendent, business administrator and board president will discuss issues with the full board before seeking legal services, unless the legal input is needed to guide board members at the next board meeting.
3. Legal counsel will not be used unnecessarily to obtain readily available information such as district policies.
 - a. The district policy manual will be available for inspection during business hours;
 - b. A copy of the district policy manual will be brought to public meetings for use by the board members;
 - c. Minutes of past meetings will be maintained by the board secretary and will be available during regular business hours;
 - d. Copies of inquiries to attorneys and the answers to these inquiries will be filed within appropriate

RELATIONS WITH VENDORS (continued)

- subject files, such as files on school construction projects; so that the same inquiry does not need to be made repeatedly each time the topic is discussed;
- e. When an attorney's advice is discussed at a board meeting, the specific response may be attached to the minutes when it is essential to understand the board's discussion or decision;
 - f. NJSBA will be considered as a source for advice on best practices.
4. Requests for legal advice shall be made in writing.
 - a. E-mail is acceptable to create a written record of attorney advice;
 - b. When conversations are necessary to follow up a time-sensitive inquiry, the discussion will be memorialized as soon as possible thereafter.
 5. Contact logs and records shall be kept by the authorized staff or board member utilizing the board attorney. The following information will be documented:
 - a. Date the service was performed;
 - b. Duration of time the service was performed (i.e. length of call, if there is verbal as well as written communication);
 - c. A record of the specific question asked;
 - d. Detailed description of the service provided;
 - e. The board secretary will compile and maintain the contact logs and records.
 6. Records shall be reviewed to determine that the requests for legal advice are necessary.
 7. Records will be reviewed to verify the accurate billing from the board attorney.
 - a. The district's contact logs will be compared and reconciled with the attorney logs;
 - b. Where the records are incomplete and cannot verify accurate billing, the board secretary will seek additional information.
 8. Advance payments for legal services are prohibited.
 9. Invoices for payment shall be itemized.
 10. Payment shall only be for services actually provided.

Adopted: 08/14

Regulation

RELATIONS WITH VENDORS

General

In all procurement activities, the administration shall:

- A. Consider first the interests of the school system and the betterment of its educational program;
- B. Endeavor to obtain the greatest value for every tax dollar expended;
- C. Give all responsible bidders equal consideration and assurance of unbiased judgment in determining whether their product meets specifications and the educational needs of the school system;
- D. Adhere to strict ethical practices in hiring vendors in accordance with board policy (;
- E. Adhere strictly to board policy 2224 Nondiscrimination/Affirmative Action;
- F. Discourage the offer of, and decline, gifts which in any way might influence the purchase of school supplies and equipment;
- G. Accord a prompt and courteous reception, insofar as conditions permit, to all who call on legitimate business missions.

Access of Vendors to School Personnel

A representative in any capacity of any qualified vendor who wishes to interview any school personnel shall observe the following procedure:

- A. A meeting may be scheduled directly with the business administrator or his/her designee.
- B. If a meeting is requested with other school personnel, authorization must be obtained from the superintendent and/or the business administrator. Upon approval an interview may be scheduled.
- C. Any resulting purchase commitment in any form will be made through the business administrator.

Local Purchasing

The school will give full consideration to local merchants in purchasing supplies, equipment, and services. These items may be purchased locally when they are available at a competitive price, of acceptable quality and are offered with the equivalent assurance of service that may be available from other nonlocal competitors.

Adopted: 08/14

PROPERTY RECORDS AND INVENTORY

The Board of Education has recognized the necessity for maintaining an accurate and complete inventory of all buildings and equipment and the replacement valuation thereof in order to offer proof of loss in the event of an insurance claim.

- A. All property shall be inventoried every six years. In the intervening years the fixed assets records shall be updated by reference to purchase orders and withdrawal reports. Each kind of fixed asset having an estimated life of one year or more shall be inventoried.
- B. Permanent inventory cards shall be currently maintained on a monthly basis describing each unit, its cost, and location or disposition. The principals shall conduct an annual inventory to ascertain the location of major fixed assets in their building. Any loss shall be reported to the Assistant Superintendent for Business. Consumable supplies shall be maintained on a continuous inventory basis.
- C. Government equipment obtained as surplus at no cost to the district is to be maintained, but shall carry no value on the records of the district. This equipment shall be requested only if it fills a valid need of the district and may not be employed for personal use, nor may it be resold.
- D. Equipment purchased in the performance of a government-sponsored project may belong to the government, and in such cases must be protected on behalf of the government. However, the district is not responsible for fire, theft and the like where all responsible precautions have been taken to protect such equipment.

Adopted: 08/14

Regulation

PETTY CASH FUNDS

The board recognizes the convenience a petty cash fund affords in the day-to-day operation of a school district, but the board is also aware of the abuses that can result from the establishment of such funds unless proper controls are promulgated.

The board authorizes the establishment of imprest (revolving type) petty cash funds in the care of the following persons and in the following amounts:

Responsible Title	Amount
Each Elementary Principal	\$50.00
Each Middle School Principal	\$75.00
Each High School Principal	\$75.00
Business Administrator/Board Secretary	\$700.00

Each responsible person shall insure that:

- A. Petty cash funds are spent only for postage, delivery charges, office supplies, tolls for transportation of students and miscellaneous purchases;
- B. No single purchase for petty cash exceeds \$25.00;
- C. Each request for funds is made in writing signed by the requestor and any confirming papers attached;
- D. Funds are not used to subvert the regular purchasing procedure.

The person responsible for each petty cash fund shall prepare a total of the disbursement slips on a periodic basis and shall show the expenditures by line account numbers and submit such papers to the board with a voucher requesting replenishment in a like amount.

All petty cash funds will be closed out for audit at the end of the school year and unused funds shall be returned to the depository.

Adopted: 12/78
Revised: 01/03
Readopted: 08/14

SCHOOL FUNDS ACCOUNTING

In order to have a cohesive method of accounting for school funds, all schools will use the following system. However, two signatures shall be required to authorize expenditures; the principal and one other approved person.

- A. Each school will open a checking account in the name of the school. The principal shall be the only person who can draw checks against the account. In no case shall school funds ever be placed in a personal account. The check book to be used shall be one which has check stubs and a deposit stub.
- B. Whenever monies are received, a record will be kept of the amount, the source and the account to be credited. When deposits are made, a record of the individual accounts to be credited will be listed on the deposit stub. The deposit slip from the bank is to be stapled to the appropriate deposit stub in the checkbook.
- C. Figures shall be entered in a ledger book, total deposits in the cash column and individual accounts credited in accordance with the source of the funds. The total credited to the individual accounts must equal the total deposit.
- D. As checks are drawn, the amount, purpose and account will be entered on the check stubs and the figures entered in the ledger book. All checks are listed in the cash column and in the debit column of the account to be charged.
- E. As the bottom of the page is reached, the balance in the cash column (deposits/ checks) should be entered as well as the balance in each account (debits/credits). The balances in the cash column must equal the total balance of the various accounts.
- F. The following additional rules shall be observed:
 - 1. No more than \$25 shall remain in the school overnight.
 - 2. Checks shall not be issued to individuals, if possible. If it is necessary to do so, a receipted bill shall be affixed to the check stub.
 - 3. Whenever a contract is entered into (school pictures, candy sales, etc.), a copy of the contract and the final financial report submitted to the company shall be included in the end-of-year financial records.
 - 4. The principal is responsible for all the financial accounting for his/her school funds.

Adopted: 08/14

INTEGRATED PEST MANAGEMENT

An Integrated Pest Management (IPM) system is a means of controlling pests (weeds, diseases, insects or others) in which pests are identified, action thresholds are considered, all possible control options are evaluated and selected control/s are implemented. Control options, which include biological, chemical, cultural, manual and mechanical methods, are used to prevent or remedy unacceptable pest activity or damage. The choice of control options is based on effectiveness, environmental impact, site characteristics, work/public health and safety, and economics. The goal of this IPM system is to manage pests and the environment, to balance benefits of control, costs, public health and environmental quality. IPM takes advantage of all appropriate pest management options.

A. IPM Plan

The Woodbridge Township Board of Education believes that protecting children from disease-carrying rodents and insects, as well as weeds that aggravate allergies and present other dangers, should be a top priority of the school district. For a healthy and safe environment at school, pests must be controlled. Weeds around structures presents a fire hazard, while also providing a habitat for disease-carrying rodents and insects. In addition, certain weeds contribute to children's allergy problems. Schools shall be kept as clean and as well-maintained as possible in an effort to reduce the likelihood of pests. Sanitation, proper maintenance, habitat-reduction steps and the judicious use of pesticides are all part of a safe and effective program to reduce these threats to children's health.

As IPM systems rely on accurate determination of optimum control timing and selection of appropriate methods, implementation requires current, comprehensive information on pests and control options. To implement this system, the Woodbridge Township School District shall put into action the following steps:

1. Monitor the site for presence of pests.

Critical components monitoring includes not only acknowledging presence and level of infestation of the pest, but also accurately identifying the pest and acquiring knowledge of requirements and life cycles of both pest and host.

2. Determine the action threshold below which the pest can be tolerated.

Action thresholds are determined by factors such as severity of the injury caused by the pest, site characteristics and use requirements, health concerns related to the pest and site user needs.

3. Initiate preventive or curative action to avoid surpassing the established threshold.

The selected methods must balance considerations of economics efficiency, worker/public health and safety, and potential hazard to property and the environment.

IPM principles shall be applied to determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

B. IPM Coordinator

The Superintendent of Schools has designated the Supervisor of Buildings and Grounds as the district's Integrated Pest Management Coordinator. The Coordinator shall be responsible for the implementation of the district's Integrated Pest Management Policy.

The Coordinator shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these

options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

C. Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

D. Record Keeping

The Coordinator shall maintain records of pesticide use on site to meet the requirements of the state regulatory agency and the school board. Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

E. Notification/Posting

The Superintendent of Schools shall be responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

F. Re-Entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

G. Pesticide Applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy. All applications of pest control products are to be used by knowledgeable applicators. All professional applicators must be licensed and certified by the State of New Jersey in the proper use of pesticides.

H. Evaluation

Annually, for public schools, the Superintendent of Schools will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed.

Adopted: 01/04

Readopted: 08/14

Regulation

MAINTENANCE AND REPAIR

Inspection

- A. The supervisor of buildings and grounds shall inspect the facilities for proper functioning and cleanliness in critical areas.
- B. The principal shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.
- C. Safety inspections of the facility will be made in accordance with law and board policy.
- D. Health and sanitary inspections of the facility will be made in accordance with law and board policy 5141.2 Illness.

Reports

Repairs required between inspections may be reported to the principal by any staff member on the applicable district form. Whenever possible, only one request will be made on each form.

The supervisor of buildings and grounds will report to the business administrator those repairs to be performed by the district staff and those that require the services of an outside contractor.

Repairs by District Staff

- A. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. All work order requests will be submitted to the principal.
- B. The principal will assign a priority to those work orders to be performed by district staff.
- C. Work scheduled to be performed by the district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
- D. When the work is completed, the work order form will be signed by the requestor and filed.

Repairs by Outside Contractors

- A. When it appears to be necessary to utilize outside contracting services to effect a repair, the principal, supervisor of buildings and grounds, and any other interested staff member will confer in the preparation of a job specification.
- B. The supervisor of buildings and grounds shall prepare a purchase requisition for submission to the business administrator that indicates:
 - 1. The recommended vendor(s);
 - 2. The work required and its location;
 - 3. The reason why the work cannot be done by district staff; and
 - 4. The estimated cost as obtained from at least three contractors.
- C. The supervisor of buildings and grounds shall be responsible for supervising the conduct of the work.

MAINTENANCE AND REPAIR (regulation continued)

Replacements and Improvements

- A. The business administrator will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
- B. Replacements required but not scheduled shall be submitted by the end of September on a budget request form for consideration in the next annual budget.
- C. A comprehensive district maintenance plan shall be prepared every five years in accordance with law in order to meet facility needs and comply with law.

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Adopted: 08/14

BUILDING INSPECTION FOR HYGIENE AND SANITATION

An environment conducive to optimum growth, learning and health should be provided in each school of the district. For the welfare and protection of the children, facilities must be sanitary and hygienic to achieve this goal.

- A. There should be appropriate ventilation, heating and lighting.
- B. Halls should be unobstructed, and toilets and hand washing facilities should be in good working order.
- C. Supplies of soap, towels and toilet tissue should always be adequate.
- D. Drinking fountains should be kept in working order.

The sanitary facilities in the building, and the school grounds must be inspected periodically. A check list of points peculiar to the individual school plant should be drawn up and used in the periodic check. Sanitation in school cafeterias should cover equipment, personal practices, food storage preparation.

The maintenance of a sanitary school environment is the responsibility of the building principal. The school principal should observe and periodically inspect the school building and recommend any needed changes, improvements and repairs.

Adopted: 08/14

Regulation

STORAGE FACILITY INSPECTIONS

The Board of Education, having acknowledged the need for the inspection of storage facilities provided to the students by the school, authorizes the school principal and/or his/her designee to conduct, without further notice, the inspection of any such storage facility, including, but not limited to, lockers and desks, as well as the contents of same.

All such inspections may be conducted by the school principal and/or his/her designee at any time. Whenever possible, the inspection shall be conducted in the presence of another administrator or teaching staff member.

In the event of circumstances posing an immediate threat of danger to people or property, or in the event of any exigent circumstance, any school personnel, in the absence of an administrator, may conduct an inspection of such storage facilities.

The principal shall be responsible for the prompt recording, in writing, of all inspection. The principal's report shall include: the areas inspected; the persons present when the inspection took place; the time and date of the inspection; any material, substance, object or other matter found during the course of the inspection which would indicate a violation of law, ordinance, rule or regulation; and the name of any person(s) having control of an area where any such matter was found. Any such matter found during an inspection shall be taken into custody by the school principal and kept for safekeeping until otherwise directed by the superintendent. The principal shall promptly record the place where the matter is being kept, the date and time when such matter was placed in safekeeping and a description of the matter so placed. In the event that such matter is later moved, a record shall be kept as to the date, time and place of movement as well as all personnel involved in such movement.

All students shall be notified, on writing, at the beginning of each school year that inspection of their lockers, desks and other storage facilities provided by the school, as well as the contents of such storage facilities, will be conducted and that no student should expect any right of privacy in any such storage facilities or in the contents of same. Where locks are provided for such storage facilities, students may lock them against incursion by other students but this privilege shall in no way affect the ability of the school to inspect any storage facilities.

Adopted: 06/08
Readopted: 08/14

WORK ORDER REQUESTS

Whenever any work is requested of the Building and Grounds Department, a work order request form must be filed. Memoranda or phone calls may not be used. If, however, an emergency exists, a phone request is not only permissible but desirable; any such requests must be followed by a written order request.

In filing a work order request, all personnel shall be guided by the following:

- A. Each work order request must be completed in quadruplicate.
 - 1. Original and two copies to Supervisor of Building and Grounds. One copy will be returned to the school with the disposition of the request noted thereon.
 - 2. One copy retained in the school.
- B. If possible, list only one item per work order request.
- C. The principal and a janitor must each sign this form. In that way, both of them will know and understand what is being requested.
- D. On the copy of the request which is returned to the school, it will be noted whether or not a work order has been issued. If a work order is issued, the number of the work order and the priority rating will be indicated. The priority code which will be used is as follows:
Priority:
 - 1. Emergency - will be done immediately.
 - 2. High Priority - affects health or safety.
 - 3. Priority - does not affect health or safety.
 - 4. Low priority - will be done when and if manpower is available.

If the request is denied, it will be noted that a work order has not been issued. Any appeal must be made in writing to the Supervisor of Buildings and Grounds.

Adopted: 09/73

Readopted: 08/14

Regulation

EQUIPMENT PURCHASED WITH FEDERAL GRANT FUNDS

A. Equipment:

1. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
 - a. It retains its original shape and appearance with use;
 - b. It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit;
 - c. It represents an investment of money which makes it feasible and advisable to capitalize the item; and
 - d. It does not lose its identity through incorporation into a different or more complex unit or substance.

2. An item of equipment is considered to be one which meets all of the following requirements:
 - a. It conforms with state safety standards;
 - b. It is suitable for the development, presentation, learning and evaluation of instructional programs;
 - c. It is of such nature that, with normal care and use, it may be expected to last more than one year;
 - d. It is not an item which is normally used in furnishing an ordinary classroom, shop, or laboratory;
 - e. It is adaptable to the space intended for the instructional area.

B. Labeling:

Equipment purchased with federal/state grant funds shall be permanently marked/tagged indicating the source of funds and date of purchase.

C. Retention of Inventory Records:

Each equipment item shall be retained on official inventory until the retail value of the item has been reduced by depreciation to less than \$2,000 or ten (10) years after the close of the fiscal (school) year in which the expenditure was made.

D. Disposal of Equipment:

Items of equipment with an inventory value of \$2,000 or more and less than ten (10) years old, in which there is a federal or state financial participation, shall not be disposed of by sale, trade-in, transfer, exchange, loan, or otherwise without first contacting the granting agency. If such disposal is approved, any funds received must be used for approved purposes or returned to the granting agency.

E. Inspection and Verification:

The granting agency has the right to periodically make on-site inspections to observe the use of the equipment and to verify the inventory records.

Adopted: 12/85
Revised: 11/04
Readopted: 08/14

SMOKING ON BOARD OF EDUCATION PROPERTY

The Board of Education believes that smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and is, therefore, of concern to the Board. (For purposes of this regulation, smoking means all the uses of tobacco, including cigars, cigarettes, and pipes.)

In order to protect students and staff who choose not to smoke from an environment noxious to them:

- A. The Board prohibits smoking in school buildings, on school grounds, on school buses, and in any classroom, hallway, or instructional area when school is in session and pupils are present;
- B. Smoking is permitted during the school day while off school grounds;
- C. Smoking is prohibited in school buildings when in use for public assemblies (parent-teacher conferences, PTA/PTO meetings, adult education classes, polling places, etc.);
- D. Smoking is prohibited in auditoriums, gymnasiums or other rooms in use for student presentations, athletics, etc. at other than regular school hours.

Adopted: 08/14

Regulation

SMOKING PROHIBITION

The following protocol shall be observed for the handling of smoking in school facilities and/or on school grounds:

- A. A ban on smoking by students, staff, visitors and all other persons shall occur in all buildings and on all grounds of the school district 24 hours a day, seven days a week. This ban pertains to students, teachers, teacher aides, administrators, supervisors, secretarial and clerical staff, custodial and maintenance staff, cafeteria employees, bus drivers, board members, all other employees of the school district, vendors and/or consultants who may from time to time be employed by the board of education, and all non-employee visitors and members of the public.
- B. Appropriate signs announcing the total prohibition of smoking and a possible fine shall be posted at all school entrances and other appropriate sites. An effort shall be made periodically to remind the public, staff and students of board policy and regulation.

Adopted: 08/14

Regulation

SAFETY

Provision of a safe learning environment is an essential prerequisite to effective teaching and learning. Prevention of accidents is the primary focus. Contingency preparation is also necessary. The regulations, procedures, and guidelines to follow are designated to insure the safety of the occupants and users of Woodbridge Township school facilities through accident prevention and contingency action guidelines. The best protection for the occupants is understanding of and adherence to these procedures. Appropriate training shall be the responsibility of administration for staff and staff for students. Reporting of safety hazards and procedure violations shall be the responsibility of everyone involved: administration, staff, students, and visitors.

Potential Threats to Safety

- A. Fire
- B. Physical injury other than burns
- C. Transportation accidents
- D. Other causes of injuries

Fire: Potential Hazards

- A. Chemical: combustible fluid or gas near heat
- B. Electrical: lighting, electrical short near combustible material (Requires combustible material and ignition source and oxygen)
- C. Spontaneous combustion: heat buildup in dry piles of papers or oily rags
- D. Smoking: match or cigarette in contact with combustible material
- E. Stove: gas or electric stove left on
- F. Spark: friction of hard materials near combustible material
- G. Boiler/Incinerator: combustible material left in contact with hot surface
- H. Explosion: combustible material in vicinity. Generators, fire extinguishers, boilers, fire alarms must be checked annually.

Fire Preventive Action

- A. Electrical: lighting, electrical short near combustible material (Requires combustible material and ignition source and oxygen)
 - 1. All electrical work shall be done under the supervision of a licensed electrician. All wiring shall be copper and as per code. All wiring shall be enclosed in protective metal tubing.
 - 2. All fuse boxes shall be replaced with circuit breaker panels.
 - 3. Circuit breaker panels shall be checked annually for defects by maintenance staff, and defects referred to by a licensed electrician.
 - 4. No single circuit will be overloaded. Electrical appliances or equipment shall have UAL or equivalent approval.
 - 5. Frayed wires will be replaced immediately. Wiring will be inspected by a licensed electrician no less frequently than every 10 years and replaced as necessary.
 - 6. Extension cords longer than six feet shall not be used and under no circumstances run beneath a rug.
 - 7. All outlets shall be grounded properly.
 - 8. Outside outlets shall have covers.
 - 9. Light switches shall be non-sparking.

SAFETY (regulation continued)

B. Chemical: combustible fluid or gas near heat

1. All combustible fluids shall be stored in approved fire resistant cabinets placed away from sources of heat.
2. Chemicals which become volatile in contact with one another shall be stored apart from one another and not mixed.
3. Matches will not be lit in the area of combustible chemicals.
4. Disposal of chemicals shall be made in conformance with D.E.P. regulations.

C. Other

1. Stoves will be operated only when an adult staff member is in the area to supervise.
2. Use of hot plates is forbidden.
3. Combustible material will be kept away from stoves.
4. All stoves shall be equipped with a device indicating when a heating element is on.
5. Science rooms shall have a gas cut-off switch at each station to reduce the chances of gas leakage and explosion and an overall emergency gas shut off switch.
6. Combustible material shall not be stored near any source of sparks (i.e., electric equipment, grinder).
7. Storage of papers shall be arranged to prevent the threat of spontaneous combustion (i.e., closely stacked in a non-ventilated, heat accumulating areas.)
8. Incinerators shall be operated only by licensed school custodians. No combustibles shall be stored within three feet of an incinerator.
9. Any combustible storage in boiler rooms must be in fireproof containers.
10. Chimneys and flues shall be cleaned periodically but no less frequently than once every five years.
11. Boilers shall have control devices, kept in good working order, with safety valves which automatically release pressure when it exceeds 15 (steam) or 30 (water) PSI.
12. Each building boiler shall be managed by an employee with a low pressure boiler license when building is in use and boilers operating.
13. Light devices in painting rooms shall be spark proof.
14. Hot water temperature shall be maintained no lower than 110 degrees and no higher than 125 degrees.
15. Stage and other curtains and stage scenery shall be flame retardant.
16. No smoking signs shall be posted and the rules enforced.
17. Art kilns in use shall be supervised closely with certified staff to insure against burns and combustibles.
18. Students and staff shall be given training annually in preventive and contingency action in event of fire.

D. Preventative Actions: Other

1. Every room shall have posted near the exit door a fire exit diagram illustrating the evacuation route with written explanation.
2. Fire drills shall be conducted in school buildings no less than twice each month during the school year.
3. Fire extinguishers shall be located in full view and accessible in halls, faculty lounge, science rooms, economics rooms, shops, and boiler rooms, and inspected/recharged as needed annually. Emergency lighting shall be operational as per code.
4. Exit lights shall operate both from regular electrical current and from battery or backup power.
5. Fire blankets shall be present and accessible in home economics, industrial arts, and Science rooms and in boiler rooms.
6. Storage areas larger than 200 square feet shall have operational sprinklers. (24 square feet for new construction)
7. Smoke alarms shall be operational in halls and in science rooms and storerooms as per code.
8. Heat detectors, electrical not pneumatic, shall be placed in other school spaces as per code.

SAFETY (regulation continued)

9. The fire alarm system shall provide for immediate pin pointing of the problem within an area of 2,000 square feet, notification of a sequence of authorities, and exterior indication via flashing exterior lights and horn or bell.
10. Room utilization shall be at or under maximum capacity guidelines. Classroom limits shall be 49 persons.
11. Large group rooms shall have occupancy loads posted at three square feet per person standing, seven square feet per person seated in chairs, and 15 square feet per person seated at tables.
12. Boiler room walls and ceiling shall have minimum fire rating of one hour.
13. Fire doors shall be at least one hour rated and kept closed.
14. All doors opening to the hall must have door handles and locks which release on turning the handle inside the room.
15. Outside exits must be within 120 feet of any point in the school building.
16. Exit capacity must equal or exceed population capacity of area it serves (22" = 100 students or fraction thereof).
17. Exit doors to the outside and from all rooms of 50 capacity or greater shall have panic bars on doors.
18. Manual fire alarm pull stations shall be provided as per code.
19. Nothing shall be stored in corridors (other than in lockers) or stairwells.
20. The facility shall not impede timely evacuation of physically handicapped persons in event of fire.

Physical Injury Other Than Burns: Preventive Action

- A. Damage to Eyes: caused by sparks, penetration or cuts by foreign objects, computer screen glare, chemicals, blows by others.
 1. Protective eyewear shall be used at all times by students and instructors and visitors in industrial arts classes, and by maintenance workers using power tools.
 2. Those working at computer terminals shall maintain a distance of at least four inches between eyes and screen.
 3. Protective eyewear shall be used by students and instructors using hazardous chemicals in science classes and by custodians using chemicals potentially hazardous to eyes.
 4. Care shall be taken in home economics classes to see that grease doesn't get hot enough to splatter.
 5. Light bulbs shall be protected by covers which prevent exploding or breaking bulbs from causing injury.
 6. Room shall be lit with lighting as per state candlepower required (50 minimum).
- B. Poisons: Ingestion of toxic chemicals, PCB'S, radon, lead in water or paint, asbestos fibers, medicine incorrectly administered, bee stings, and toxic fumes.
 1. All hazardous chemicals shall be labeled as per law and employees and employees and students trained to prevent accidental ingestion.
 2. All hazardous chemicals shall be stored securely.
 3. Radon testing shall be completed for foundation level room surfaces and measures taken as necessary to abate the level of radon to less than four picuries per liter.
 4. PCB containing lighting ballasts shall be eliminated by 1999.
 5. Water shall be tested annually for lead content, and immediate corrective action taken if lead is found in drinking water above the level of .05MG/1.
 6. Asbestos containing materials shall be maintained in a non-friable state or removed as per 1aw.
 7. Lead-containing paints shall not be used. Testing will be done to identify lead content in painted surfaces.
 8. Medicines shall be administered only by the school nurse or school doctor as per prescription or over the counter medication instructions and as authorized by the legal guardians.
 9. Custodians, maintenance workers, shop teachers, science teachers shall be trained to prevent occurrence of toxic fumes. Adequate ventilation of painting/varnishing rooms shall be required.
 10. Food will be kept in such a way as to prevent poisoning via bad food.
 11. Lavatories shall be disinfected daily and kept in sanitary condition with adequate cleaning supplies.

SAFETY (regulation continued)

12. The industrial arts classroom shall have an approved dust removal system and shall be cleaned daily.
13. Ventilation shall provide air exchange for building occupants as per code.
14. Food and nonfood items in kitchens and home economics room shall be separately stored.
15. Those using corrosive chemicals or doing maintenance work on asbestos containing materials will wear proper protective equipment.
16. Smoking is prohibited.
17. Pesticides shall be disseminated by licensed applicator as per law.

C. Disease and Allergy

1. Students subject to severe reaction from bee/insect stings shall be identified and steps taken to prevent contact with bees/insects.
2. Children with communicable diseases will be isolated from contact with other students until free of the disease.
3. Children shall be examined as necessary by nurse for head lice. When head lice are discovered, the student will be isolated and the affected facilities treated.

D. Electrical shock: Touching live wires, operating electric equipment and water, exposed wires in electric panels, using defective electrical equipment.

1. All electrical wiring and wire ends shall be insulated and covered to prevent body contact.
2. Electric panel boxes and rooms shall be kept locked.
3. Use of electric extension cords shall be limited to six foot cords maximum and located so as not to be a tripping hazard.
4. Electric equipment (i.e., audio-visual equipment) shall be properly grounded.
5. Work on electrical equipment shall be done only when power is off to the equipment.
6. Maintenance workers shall wear safety shoes when working.

E. Cuts, Punctures: Broken glass, knives, falling objects, falling on or against objects, assault by others, jagged or sharp edges, rocks on playground, protruding objects, pavement breaks.

1. No school facility area with students in attendance shall be left unsupervised by a certified staff member.
2. Knives shall be permitted only in kitchens and home economics, industrial arts, and art rooms. They shall be kept in a secure place. Students using them will be properly instructed.
3. Inspections shall be made regularly to identify and eliminate sharp or jagged edges on equipment and in buildings.
4. Blunt nosed scissors only will be in use in classrooms.
5. All exterior and interior doors and interior window glass shall be one quarter inch wire glass or safety glass.
6. Playfield areas shall be free of rocks and holes.
7. Playground equipment shall have no uncovered bolts or sharp edges and shall be on a surface which will minimize chance of injury. Fighting is prohibited.
8. Students found using knives in school shall have the knives confiscated and parents/guardians shall be notified.
9. Care shall be taken to prevent shelving or sharp objects from falling on individuals. Shelving shall be secured to the wall and storage arranged to prevent top heavy high shelving from collapsing.
10. Shin guards shall be used by employees using weed whackers.

F. Broken, Dislocated Bones: Falls (stairs, ladders, chairs, or ledges, slippery floor or sidewalk, holes), strains, falling objects, explosion.

1. Floors and ramps shall be maintained so as to prevent slipperiness.
2. Stair treads shall be nonskid and kept in good repair.

SAFETY (regulation continued)

3. Stairwells shall have railings as per law. Paving breaks and holes will be immediately repaired.
 4. Snow and ice on the walkways shall be treated to prevent falls.
 5. Use of gym equipment shall be strictly supervised by the P.E. teacher and made accessible to students only as their physical development and training permit.
 6. Running in the halls is forbidden.
 7. Lowered ceilings shall be anchored so as to prevent collapse of ceilings on room occupants.
 8. Maintenance workers shall be sure ladders are secure and stable and never climb above third step from the top.
 9. Halls and stairwells shall be clear of tripping hazards.
 10. Loose wall or chimney material shall be repaired immediately.
 11. Guard rails shall be placed alongside of ramps both inside and out.
 12. Classroom furniture shall be kept in good repair.
 13. Steps shall be taken to prevent lunch tables in the upright position from falling onto individuals at any time. If possible, they will be stored when upright.
 14. Playground equipment and play grounds shall be inspected annually and properly maintained.
 15. Exterior lighting shall be sufficient to permit pedestrians to see obstructions and surface changes which might otherwise cause falls.
- G. Muscle/Tendon Damage: Falls (stairs, ladders, chairs, or ledges, slippery floor or sidewalk, holes), strains, falling objects, explosion
1. Those who lift objects, including lunch tables, will be trained in proper lifting procedures.
 2. Supervisors will make every effort to prevent use of improper procedures during physical activity.
 3. Folding gym doors shall have emergency cut-off switch.
- H. Damage to Hearing: Due to use of noisy equipment without ear protection.
- Ear protection will be worn by those using shop or cleaning machinery, power grounds care equipment, or drilling equipment.
- I. Loss of Parts of Body Shop: Accidents involving equipment, kitchen equipment, closing doors, science equipment and chemicals.
1. Power equipment will be limited to those trained in its use. Students and employees will be strictly supervised to ensure compliance with safety procedures.
 2. All shop equipment shall have "off" switches located nearby.
 3. All doors shall have door closers to cushion the impact of closing the door.
 4. Dangerous equipment in shops will be marked off on the floor to warn those who may wander too near.
- J. General Safety Precautions
1. Eye wash stations in shops, science rooms, and health office will be used as appropriate for eye contamination.
 2. The school nurse shall be summoned immediately to administer appropriate first aid and secure additional medical services as needed. Every effort will be made to communicate with parents/guardians or kin immediately.
 3. Adequate first aid supplies shall be on hand in every building.
 4. Central administration will be notified as early as possible and follow up written documentation provided.
 5. The school shall carry adequate accident insurance.
 6. All staff personnel shall be familiar with the basics of first aid.
 7. Instruction in first aid shall be included in annual staff safety training updates.
 8. Immediate steps shall be taken to prevent similar injury to others in vicinity.

SAFETY (regulation continued)

Driver and Transportation Safety Prevention

- A. School bus vehicles shall conform to state law and kept in conformance and proper working order.
- B. Drivers shall be licensed as school bus drivers and possess no criminal record.
- C. Drivers shall not drive school bus vehicles under unsafe conditions.
- D. Delayed opening, early closings, and closings shall be used as required to prevent accidents and injury due to unsafe driving conditions.
- E. Drivers shall drive at all times within the limits of road conditions.
- F. Drivers shall enforce discipline on buses to ensure that students use seat belts as appropriate and remain in their seats while being transported.
- G. Transportation routes shall be set up to reduce the likelihood of accidents and injury. (See board policy: 3541.1 Transportation)
- H. Children shall be given bus safety instruction at the outset of each school year.
- I. Children shall be trained to evacuate a bus in case of emergency need.
- J. Each child will be dropped only at authorized stop, on the return home, unless authorized otherwise in writing by the parent or legal guardian.
- K. Drivers will not drive vehicles when they are impaired by illness or medication or drugs.
- L. Drivers shall not leave their vehicles unattended while students are on board.
- M. No medications shall be brought to school or taken home from school via school buses.
- N. Driver with an injured or impaired child shall proceed immediately to a school to secure a school nurse if time permits.
- O. Driver shall contact the first aid squad if unable to proceed to a school and then notify school authorities immediately.
- P. Driver shall, if qualified, administer first aid as necessary.
- Q. Adequate first aid supplies shall be on board the school vehicle.
- R. The driver shall document all such incidents as soon thereafter as possible.
- S. Adequate accommodations for student using crutches.

Other Actions to Prevent Accidents

- A. All visitors to the schools shall be required to sign in upon entering a school facility and receive authorization to remain in the building. No unauthorized person shall be allowed in the building.
- B. Use of school facilities by outside agencies shall be in conformance with rules designed to insure safety of people and security of school property.

SAFETY (regulation continued)

- C. All contractors shall be required to sign in where they are to work and shall be apprised before commencing work of any possible working condition hazards.
- D. Maintenance and custodial employees shall be given training annually in health and safety procedures and shall be given proper safety clothing appropriate to assigned tasks.

Adopted: 08/14

Regulation

SECURITY

A. Definitions

1. "Access" means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
 - a. Areas that are the private domain of individuals, such as an individual's office, closets, and filing cabinets; or
 - b. Areas in which student instruction is being carried on, without the express permission of the principal or the teacher in charge.
2. "School premises" means all school buildings, all school grounds, and any structures on school grounds

B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all school staff members, and visitors.
2. Access to school buildings and grounds before and after the school day will be permitted to:
 - a. Members of the board of education;
 - b. The superintendent, board secretary, supervisor of buildings and grounds, and head custodian;
 - c. The building principal and other administrative staff members;
 - d. Staff members in the performance of their professional responsibilities;
 - e. Students involved in interscholastic athletic and co-curricular activities and authorized spectators;
 - f. Members of organizations granted the use of school premises;
 - g. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and
 - h. Members of the public present to attend a public board meeting.
3. All visitors to school buildings during the school day will be required to register their presence in the school office.
4. Signs will be conspicuously posted to inform visitors of the requirements of paragraph

C. Building Security

1. Entrances to school buildings shall be kept locked except for main entrances required for the access of authorized persons.
2. The building principal shall recommend to the superintendent the installation of any special protective device to guard against illegal entry and/or vandalism.

D. Keys to School Buildings and Facilities

1. Staff members and school officials will be provided with keys as follows:

- a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.
 - b. The building principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
 - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
 - d. The superintendent and supervisor of buildings and grounds will be provided with a set of all master keys.
2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.
 3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
 4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the supervisor of buildings and grounds. The staff member who loses a key may be responsible for the cost of the replacement of the key or, if necessary, the lock.

E. Staff member responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or students.
2. A valuable item brought to school by a student should be placed in the school office under lock and key and a written receipt given to the student. The student's parent will be requested to retrieve the item from the school office. The parent may be requested to provide adequate identification before the item is released. The parent to whom a valuable item is released will sign a receipt, which will be maintained by the principal.
3. Teaching staff members shall:
 - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day;
 - b. Shut and lock classroom doors during the school day when the room is empty;
 - c. Report immediately to the principal any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.
5. Office personnel shall take all reasonable precautions to insure the security of records and documents against unauthorized access, deterioration, and destruction.
 - a. Petty cash funds and records will be secured daily.
 - b. Board minutes will be secured.
 - c. Financial records and books of account will be secured.
 - d. Student records will be secured.
 - e. Personnel records will be secured.

F. Summoning the police

1. The Woodbridge Township Police Department will be summoned promptly whenever evidence is discovered that indicates:

- a. A crime has been committed on school premises or in the course of staff or student transportation to or from school;
 - b. A break and entry has occurred on school premises;
 - c. A deadly weapon is on school premises; or
 - d. A breach of the peace has occurred on school premises.
2. A call to law enforcement agents will be reported to the superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

G. Guidelines for Dealing with Accident/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian.
3. Parents/guardians shall be requested to pick up the student. If a parent/guardian is unable to provide such transportation, no student who is injured shall be sent home alone. A student who is injured may be taken home if a responsible person is there to receive that student.
4. In extreme emergencies, the school nurse, school doctor or principal may make arrangements for immediate hospitalization of injured students. Parents/guardians should be contacted as soon as possible.
5. The teacher or other staff member who is responsible for a student at the time an accident occurs shall make out a report within 24 hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
6. Any injuries or accidents to students shall be reported as soon as possible to the superintendent.

H. Emergency Medical Procedures for Sports/Athletics

1. The board of education recognizes its responsibility for student safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed at each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual students or teams of the schools of this district whether among themselves or with students of other districts.
2. These emergency medical procedures shall be disseminated to appropriate personnel within the district.

Adopted: 08/14

SAFETY IN SCHOOL

Pursuant to the rules of the State Board of Education (N.J.A.C. 6:29-5.1) and the policies of the District Board of Education, the following rules for pupil safety are adopted:

- A. Each principal is directed to introduce and administer such measures and practices as may be necessary to prevent accidents, panic and fire. Such rules shall include:
 - 1. Fire escapes shall be used by a part, or all, of the pupils performing every fire drill.
 - 2. Fire drill regulations shall appear in all Teacher and Student Handbooks.
 - 3. The custodian shall inspect fire escapes daily, upon reporting to work.
 - 4. Fire extinguishers shall be inspected annually, and tagged when inspected. Principals shall notify the Supervisor of Building and Grounds when fire extinguishers have been discharged.

- B. The Board of Education maintains safe and suitable equipment in the schools particularly in such places where health, safety, physical education and practical arts education courses are held, and in the cafeteria and kitchen facilities. It is the principal's responsibility to be aware of the applicable laws and to see that his/her program is in accordance with such laws or inform the Superintendent why not. (See 18A:40-12.1 and 12.2 for example)

- C. Protective devices shall be used by all students, teachers and visitors when participating in courses including, but not limited to, vocational or industrial art shops or laboratories, and chemistry or physics, or combined chemistry/physics laboratories at any time while the individual is engaged in or observing an activity, or the use of hazardous substances likely to cause injury to the eyes.
 - 1. Hazardous Substances - Substances likely to cause physical injury to the eye include materials which are flammable, toxic or corrosive to living tissue, irritating, strongly sensitizing, or radioactive and those which generate pressure through heat, decomposition or other means.
 - 2. Activities requiring protective eye devices:
 - a. Working with hot molten metals;
 - b. Milling, sawing, turning, shaping, cutting, grinding and stamping any solid material;
 - c. Heat treating, tempering, or kiln firing of any metal or material;
 - d. Gas or electric arc welding;
 - e. Working with hot liquids, solids, or chemicals which are flammable, toxic, corrosive to living tissue, irritating, sensitizing, radioactive, or which generate pressure through heat, decomposition or other means;
 - f. Any other activities in which the teacher or supervisor deems it advisable.

- D. Shop tools and equipment shall be used for instructional purposes only, and the shop teacher shall be fully responsible for their use and condition.

- E. The course of study in the schools shall include instruction in accident and fire prevention (18A:6-2) and in safety education (18A:35-5).

- F. Such safety rules as are prescribed by the principal of each school pursuant to A. (above), and rules for the care of sick and injured personnel shall be presented to all employees at the beginning of the school year and shall be prominently posted in several places in the school building.

Adopted: 08/14

**PROCEDURES TO FOLLOW IN THE EVENT
OF A MALFUNCTIONING FIRE DETECTION/ALARM SYSTEM
IN A LOCAL DISTRICT**

N.J.A.C. 6:22-2.3(a) 5 and 6, BOCA 301.1 and 1717.2, and National Fire Protection Association standards require automatic fire detection systems as well as fire alarm boxes in all educational buildings. When it is discovered that the automatic fire detection system in a school building is inoperative, the following actions – as appropriate – shall be implemented as soon as the malfunction is discovered.

- A. If both the automatic fire detection system and the manual fire alarm boxes are inoperative throughout the entire building, an attempt must be made immediately to establish the cause of the malfunction and to ascertain if the problem can be corrected on the spot. If it is determined that repairs will take time, all occupants shall be evacuated until either the automatic or manual system is repaired.
- B. If the malfunction of both the automatic detection system and the manual fire alarm is restricted to fire zones within a building, and it is ascertained that the problem cannot be corrected immediately, occupants of the unprotected fire zone(s) shall be evacuated – or moved to protected zones immediately upon discovery of the malfunction and a roving fire watch consisting of adults shall patrol the unprotected zone(s) until repairs are completed. Members of the fire watch shall use voice, bells, whistles, public address system, or any other appropriately determined audible and/or visible signals to warn of fire as necessary. Communication problems of the hearing or visually impaired must be taken into consideration. Fire watch members should know how to operate fire extinguishers and should know where extinguishers are located. Provisions for immediate notification of the local fire department (by phone or other appropriate means) in case of a fire must be predetermined. Repairs shall begin immediately. (Emergency repairs qualify for bidding waivers.)
- C. Whenever the automatic system is inoperative, but the manual alarm is operative, a fire watch shall patrol the unprotected areas beginning immediately after the malfunctioning is discovered. Repairs to the inoperative alarm shall begin immediately.

In all cases, the local fire department and the Middlesex County Office shall be notified immediately of the malfunction. Once repairs have been made, the alarm shall be tested by local fire officials, who will certify that it is in working order. The County Superintendent shall be notified of the correction, as soon as completed.

Adopted: 08/14

INSURANCE

- A. The Board of Education is responsible for the purchase of insurance or the assumption of risk to cover the various risks to which the school district is exposed. In order to evaluate the range of services available and the cost thereof, the Board will from time-to-time accept proposals from interested agents.

Coverage shall be maintained in the following general categories:

1. Worker's Compensation and Employer Liability (including School Board members when on school business);
2. Comprehensive General Liability (for all officers and employees);
3. Comprehensive Auto Liability and Physical Damage (including mobile equipment);
4. Student Athletic Liability (excess above personal coverage);
5. Blanket Surety Bond;
6. Comprehensive Umbrella;
7. Crime and Vandalism Coverage;
8. Property Insurance (including boiler and machinery);

- B. All property when placed outside the district, shall be placed with companies licensed by the Department of Banking and Insurance of the State of New Jersey. Insurance is to be placed through a qualified agent who shall be the agent of record on all policies, except the policies relating to annuities, group life and accident and health may be placed through other qualified agent(s) or a direct writing carrier.

The agent(s) of record shall provide the Board with the following services:

1. Advice with respect to all insurance matters to the end that the Board of Education has adequate but not excessive insurance coverage at lowest possible cost.
2. Provide or have provided safety and fire inspections.
3. Review plans and specifications of all new buildings with the controlling Qualified Fire Insurance Rating Engineer in order to minimize penalty charges.
4. Process claims promptly.
5. Provide instructions on fire safety and prevention to the janitorial staff.

- C. To qualify as agent(s) of record of insurance policies issued for the interest of the Woodbridge Township Board of Education the following conditions shall be necessary:

1. Agent(s) shall be defined as a partnership or corporations whose MAJOR source of income arises from commissions received from the solicitation of insurance, or any individual whose MAJOR source of income arises from salary or commissions received from the solicitation of insurance.
2. In the case of an individual, he/she must have been engaged in the solicitation of insurance for a period not less than five (5) continuous years prior to his/her designation as agent(s) of record by the Board of Education.
3. The agent(s) shall be duly licensed as an agent(s) by the Department of Banking and Insurance of the State of New Jersey.

Adopted: 08/14

BONDING

In compliance with the law and in conformance with the business practices of the district the surety bond requirements for employees shall be:

A. Custodian -

1. School Budget from \$5,000,000 to \$10,000,000 - \$77,000 = 1/4% of excess over \$5,000,000
2. School Budget equal to or in excess of \$10,000,000 - \$99,500 = 1/8% of excess over \$10,000,000.

B. Supervisor of School Lunches - \$10,000

C. All other employees - \$10,000.

Adopted: 08/14

Regulation

STUDENT TRANSPORTATION

The Woodbridge Township Board of Education has adopted rules and regulations not inconsistent with state statutes, rules, and regulations to provide for a safe, efficient, and economical system of transportation services for students within the Woodbridge Township School District and in accordance with the following policy:

A. Type of service rendered shall be either:

1. Contracted; and
2. District-owned or leased.

B. Priorities governing student transportation shall be in the following order:

1. Safety of students;
2. State statutes, and rules and regulations governing student transportation;
3. The mode and method of services required;
4. The overall efficiency of a route.

C. System of bus routing shall be in accordance with the following:

Student transportation bus routes are to be developed on a perimeter and semi-perimeter routing system, except that adjustments will be made for special needs of the disabled students.

1. Perimeter routing shall be defined as: buses will only travel on major roadways and will have designated stops to pick up and discharge students.
2. Semi-perimeter routing shall be defined as: buses will travel on minor roadways and will have designated stops to pick up and discharge students.
3. All students shall be required to walk from other roadways to the perimeter or semi-perimeter bus stops within the prescribed maximum distance as indicated elsewhere in this policy.

D. Unaided transportation shall be provided in accordance with the following:

Transportation may be provided for lesser distances only where hazardous conditions exist. The board of education will make the final decision as to "hazardous conditions" upon recommendation of the superintendent of schools, the assistant superintendent, and the supervisor of transportation. The recommendation shall be based upon the following criteria:

1. On-site inspection of area;
2. Use of the safety analysis chart;
3. Consultation with local police, and any other appropriate authorities and/or agencies;
4. A review and discussion with the transportation committee of the Woodbridge Township Board of Education.

The board of education in conjunction with the Woodbridge Police Department, should conduct a periodic review of existing bus routes to determine if hazardous conditions still exist. If the "hazardous condition" no longer exists, the route will be discontinued at the close of the school year in which the review is conducted. Also the board, with agreement from the Woodbridge Police Department could deem a run hazardous based on its location and other factors included.

STUDENT TRANSPORTATION (continued)

A. Length of time for students riding on a school vehicle to and from school:

Every effort will be made to limit the maximum amount of time a student must ride a school vehicle in one direction within the district.

B. Other student transportation services provided by the district are:

1. Late bus routes will be set up as needed on a scheduled basis for all secondary schools. Such bus routes will be perimeter bus routes only; and
2. District vehicles will be provided for field trips depending upon availability of buses and established time schedules.

C. Transportation for non-public school students shall be provided, subject to the following:

1. Transportation to and from non-public schools will be provided to the extent required by law;
2. It is the responsibility of the non-public school to provide a school calendar for the year to the supervisor of transportation on or before June 30 of each year; and
3. The supervisor of transportation must be notified (in writing) at least two weeks in advance of any change in the established calendar that requires changes in transportation services; however, such changes must be done within the limits of the total transportation structure and the financial limits established for non-public school routes.

D. Driver training shall be conducted as follows:

1. School bus drivers shall be properly trained and licensed as school bus operators; and
2. Drivers will be required to attend and participate in school bus driver inservice workshops as established by the assistant superintendent, and the supervisor of transportation. This applies to both district employed drivers and the drivers of any contracted school transportation service.

E. District student safety programs shall be conducted as follows:

1. Safety films and safety programs shall be presented to students;
2. Emergency evacuation drills conducted at least twice a year; and
3. Safety pamphlets and visual aids shall be provided for all students.

F. The duties of the supervisor of transportation shall be as follows:

The supervisor of transportation shall be in charge of the total operation of the district's transportation program, subject to statute, rules and regulations, and board policy, and be responsible to the superintendent. The supervisor of transportation shall be the representative of the Board in connection with services provided by contracted operators.

G. All repairs and maintenance of district vehicles and equipment shall be performed by the transportation department.

H. Consideration will be given to requests to change bus routes and/or bus stops of transported students on the written communication of the parent or guardian provided the requests can be accommodated within the scope of this policy.

Adopted: 12/77
Revised: 12/78
Readopted: 08/14

Regulation

NONSCHOOL USE OF DISTRICT VEHICLES

- A. The Woodbridge Township Board of Education (the "board") may permit, upon prior written approval and in accordance with the procedure set forth below, the school buses owned or leased by the Woodbridge Township School District (the "district") to be used by other than school persons for only the following purposes and in accordance with the law and rules of the state board of education:
1. The transportation of senior citizens' groups based in Woodbridge Township to destinations or events that are within the district or any contiguous school district;
 2. The transportation of handicapped citizens of Woodbridge Township within any district;
 3. The transportation of children and adults participating in a recreation or other program operated by the municipality of Woodbridge Township; and
 4. The transportation of handicapped adult citizens of Woodbridge Township who are clients of the division of developmental disabilities in the department of human services and who are continuing their education and training following graduation from a secondary school. Transportation pursuant to this section shall be limited to space availability on vehicles engaged in the transportation of school-age students along established routes.
- B. Events for which the above transportation shall be made available include, but shall not be limited to, civic, social, cultural, educational, recreational, and nutritional events as well as health programs and activities. No transportation will be supplied for the purpose of attendance at political activities.
- C. All uses of transportation as set forth above shall be subject to the following conditions:
1. A request for transportation must be submitted to the superintendent, business administrator, director of transportation of the district at least sixty (60) days prior to the planned trip. The use of the school buses by the above designated groups requires the prior approval of the board.
 2. The transportation of the above-designated groups under board policy shall be limited to those hours and days when vehicles are not required for the transportation of students. At no time shall the use of transportation interfere with the transportation of the district's students.
 3. Buses must only be operated by a person employed by the district transportation department and holding a valid commercial driver's license with appropriate endorsement(s) required by the New Jersey Department of Transportation.
 4. School bus warning lamps shall not be used when transporting the above designated groups.
 5. A school bus, when transporting the above-designated groups, shall load and unload its passengers off the public roadway so as not to interfere with traffic.
 6. The above groups, individuals and/or parents or guardians of such individuals seeking use of the school buses for non school-related activities are required to pay all costs incurred by the district in permitting such use, including but not limited to, the costs of fuel, driver salaries, insurance, and depreciation.

NONSCHOOL USE OF DISTRICT VEHICLES (regulation continued)

- D. Any transportation arrangements may be refused at any time in the interests of the educational program or the efficient operation of the district.
- E. The board will not permit the use of school buses for any purpose not expressly authorized by law and this board policy.

The superintendent, business administrator, director of transportation shall maintain proof of insurance coverage for the transportation set forth above on record at the main office. Insurance coverage shall include liability for bodily injury and property damage in the minimum amount of \$1,000,000 combined single limit per occurrence for all school vehicles used for transportation.

Adopted: 08/14

Regulation

PRIVATELY OWNED VEHICLES

Volunteer Driver Pool

- A. By September 30 of each school year, the superintendent or designee will send home to parents/guardians a form on which to indicate willingness to provide school-related transportation. The form should be accompanied by a brief explanation of the pattern of liability under New Jersey's No Fault Law.

The form shall include spaces for:

1. Name, address, phone number and willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations in the last three years;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF AUTOMOBILE LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE IN A MINIMUM AMOUNT OF \$1,000,000 COMBINED SINGLE LIMIT PER OCCURANCE.

5. Hours during which the parent/guardian is generally available;
6. Schools and grades of children, their activities or other interests;
7. Any particular interests of the parents/guardians not reflected in their children's participation;
8. Restrictions, such as number of children or grade levels that the parent/guardian is willing to transport.

Forms are to be returned to the homeroom teacher and forwarded to the superintendent or designee to be sorted and collated.

- B. By September 30 of each school year, forms will be put in each teacher's and administrator's mailbox.

Form will include:

1. Name, address, home phone, willingness to drive;
2. Driver's license number and statement that the driver has received no moving violations in the last three years;
3. Make, model, year and mileage of car to be used;
4. Insurance coverage and name of carrier;
5. Times at which teacher/administrator will be available;
6. Activities supervised or in which teacher/administrator has an interest;
7. Restrictions, such as number of children or grade levels the staff member is willing to transport.

Forms will be returned to the superintendent or designee to be sorted and collated.

Transportation of Students by District Personnel as Part of Assigned Duties

PRIVATELY OWNED VEHICLES (regulation continued)

A card shall be kept on file in the superintendent or designee's office for each employee who transports students in a passenger vehicle as part of his/her assigned duties. Information on the card shall include:

- A. Name, address, home phone number;
- B. Driver's license number and statement that the driver has received no moving violations in the last three years;
- C. Make, model, year and mileage of car to be used;
- D. Insurance coverage and name of carrier.

NOTE: FOR A NEW JERSEY REGISTERED VEHICLE TO BE OPERATED AT ALL, THE OWNER MUST PROVIDE EVIDENCE OF AUTOMOBILE LIABILITY INSURANCE FOR BODILY INJURY AND PROPERTY DAMAGE IN A MINIMUM AMOUNT OF \$1,000,000 COMBINED SINGLE LIMIT PER OCCURANCE.

Approval of Activities; Supervision of Students at Activities

- A. The board shall approve all interscholastic competitions, field trips, and special away-from-school activities, either as a listing or item by item as they occur. Provisions of this section will depend on the district's policy;
- B. At the time of approval, a determination should be made as to whether volunteer transportation will be used;

All volunteers must be from the master list.

NOTE: LAST MINUTE RECRUITMENT OF DRIVERS WITHOUT PROPER SAFEGUARDS COULD BE CONSTRUED AS NEGLIGENCE. WHATEVER PROVISIONS ARE MADE HERE SHOULD ALLOW TIME TO ASCERTAIN THE DRIVERS' QUALIFICATIONS.

- C. Supervision of students at activity:
 - 1. 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 other 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.
 - 2. When the driver is the sole adult, he/she shall remain with the group for the entire period.

Students shall 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.

Selection of Volunteer Drivers and Assignment of Students

When the superintendent or designee has confirmed the date of the event and the number of students, he/she will attempt to secure drivers to accommodate them.

In assigning students to volunteer drivers, the superintendent or designee will take into account:

- A. Grade level and number of students if driver has expressed limitations;
- B. Location of student residences in relation to driver if students are to be delivered home.

PRIVATELY OWNED VEHICLES (regulation continued)

Safety in Pickup, Transit and Drop-off

When the superintendent or designee has assigned the students to their drivers, he/she shall prepare a sheet for each driver listing the students, the pickup time and place, the activity time and place, directions to the activity, arrangements for drop-off, arrangements for supervision of the students at the activity, arrangements for picking up the students after the activity, instructions as to time and place of final drop-off, and a copy of the district's policy/regulations on student bus conduct. The sheet shall include emergency telephone numbers at which the driver can reach an administrator of the school, and, if possible, other persons at the activity, should it become necessary.

- A. Pickup place will in most instances be the school. It will be the responsibility of the students' parents/guardians to deliver the students to the assigned pickup place at the proper time. Parents/guardians are responsible for supervision of their children until the driver arrives, unless the children are being loaded during school hours, in which case appropriate faculty will be responsible until the vehicle departs. When children are being transported in more than one private vehicle or a combination of district and private vehicles, the faculty member in charge of the expedition is responsible for accounting for all the children. No child shall enter a vehicle on the traffic side;
- B. 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.

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.

On leaving the activity, the driver shall be sure he/she has all of the same children he/she started with. 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.

- C. Final drop-off place shall usually be the school. Parents/guardians will have been informed of the time of the drop-off, and will be responsible for providing transportation home for their own child. In the event that students are to be delivered to their door, the driver should wait until the student has entered the outer door before driving off.

Reimbursement

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 may reimburse for mileage on volunteer trips.

Entrance fees for activities may be reimbursed according to the policy of the district.

NJSBA Review/Update: 11/11
Adopted: 08/14

Regulation

TRANSPORTATION SAFETY

- A. The school bus driver is held responsible for compliance of all rules and regulations.
1. Loading and Unloading
 - a. Students shall only board and exit the bus at their assigned stop.
 - b. Students shall report to their assigned bus stop ten minutes prior to scheduled pickup time.
 - c. While waiting at the bus stop students shall not play or stand near or in the road.
 - d. Students shall conduct themselves in a safe manner while waiting for the bus.
 - e. Students shall wait until the bus comes to a complete stop before attempting to board.
 - f. While loading and unloading the bus, students shall conduct themselves in an orderly fashion.
 - g. Students shall not deface or damage property while waiting at the bus stop.
 - h. Students who must cross a road to reach their bus stop shall not cross the road until the driver has stopped the bus, activated the red lights, and the driver has indicated the conditions are safe to cross the road.
 - i. All preschool, kindergarten, first grade and special needs students must be released to a parent, or other designated responsible adult, at the bus stop for drop off. Should no one be at the bus stop to meet the preschool, kindergarten, first grade, or special needs student, the bus driver is required to bring the student to the nearest district run aftercare or return the student to the school and the parent will be responsible for any aftercare charges.
 2. Conduct on the Bus
 - a. Show respect for the driver at all times and follow his/her direction.
 - b. Remain in assigned seat until the bus comes to a complete stop.
 - c. Loud talking, laughing or other unnecessary behavior diverts the driver's attention and may result in a serious accident. Students shall talk quietly to their neighbor when riding the bus.
 - d. Do not litter or throw anything in the bus or out the window.
 - e. Students shall not use profanity.
 - f. Students shall not tamper with the bus or any of its equipment.
 - g. Any damage caused by students riding the school bus, e.g., a cut cushion, a broken window, etc., will be paid for by the student and/or their parents.
 - h. Students shall keep their head and arms inside the bus when the windows are open and keep aisles clear of feet, books, packages, coats, and all other objects.
 - i. Smoking is prohibited at all times.
 - j. Eating is not permitted on the bus at any time.
 - k. The driver shall be responsible for the orderly conduct of the students. While on the bus, the students are under the authority of, and directly responsible to, the driver.
 - l. The bus driver is responsible for overseeing the discipline of the students on the bus. In the event of misconduct by the student, the driver will complete a student conduct report that will be submitted to the building principal.
 3. Upon the violation of any rules, the following procedure, which may vary depending upon the circumstances will be followed:

First Offense: Discussion with the principal or assistant principal
Second Offense: Contact with the student's parents
Third Offense: Exclusion from the bus for one school day
Fourth Offense: Exclusion from the bus for five school days

TRANSPORTATION SAFETY (regulation continued)

Fifth Offense: Exclusion from the bus for thirty days and/or other consequences determined by the administrator on an individual basis.

Serious violations may require skipping steps and imposing immediate extended exclusion from the bus.

Note: When a student is excluded from the bus, parents are responsible for transporting the student to and from school.

4. Bus Assignment Policy

Students shall only ride the bus to which they are assigned. Students are not permitted to ride another bus for after school activities which include but are not limited to scouts, visiting a friend, birthday parties, school projects, etc.

- B. The driver shall be in charge of the bus at all times and shall be responsible for the proper discipline, safety and welfare of the students while in transit.
- C. He/she shall never exclude a student from a bus during any trip to and from school, if the driver is unable to handle any student, he/she shall report the unmanageable child to the principal or assistant principal of the school the child attends.
- D. The driver may assign or reassign to each student a definite seat which the student shall occupy unless changed by the principal of the school to which the student is being transported.
- E. The driver shall follow the established route and make stops thereon as designated by the board of education and the principal or assistant principal.
- F. If in the judgment of the board, any bus driver is deemed to be an unsuitable person to drive a school bus because of lack of driving skill, inability to control students, being under the influence or partaking of alcohol or habit-forming drugs during the days school is in session prior to completion of his/her transportation duties for the day, failure to comply with rules, incapability, unbecoming conduct, or other good cause, the superintendent or designee will immediately request removal of the driver.
- G. Accident Reporting:
 - 1. Every school bus driver must report an accident which involves an injury, death or property damage. He/she must fill out a report in triplicate and deliver it immediately to the transportation coordinator. The transportation coordinator shall forthwith transmit one (1) copy to the board of education providing transportation, one (1) copy to the executive county superintendent and one (1) copy to the:

State Department of Education
225 West State Street
Trenton, NJ 08625

The necessary forms are available in the office of the principal or the county office.

- 2. In addition to 1 above, the driver of a school bus involved in an accident resulting in injury or death of a person, or damage to property of any one person in excess of \$200.00 shall within five (5) days of such accident forward a written report of the accident to:

TRANSPORTATION SAFETY (regulation continued)

Bureau of Security Responsibility
Division of Motor Vehicles
25 South Montgomery Street
Trenton, NJ 08625

H. Criteria for school bus include but limited stops are not to:

1. Roadway visibility in both directions for at least 300 feet.
2. No bus stop shall ever be permitted which will require a bus to back up.
3. Where possible, a bus stop shall not be located where road grades are on a 5% incline.
4. Bus routes recommended by the administration shall be approved by the board of education. All requests for deviation from this approved schedule, not rectifiable by the administration, shall be decided upon by the board of education.

Adopted: 08/14
Revised: 03/20

**PROCEDURES TO BE FOLLOWED
IN CASE OF A BUS ACCIDENT**

In order to insure the health and safety of students and personnel, the following procedures will be followed in the aftermath of a school bus accident:

- A. Whenever a school bus is involved in a bus accident, children and personnel riding on the bus must be examined for possible injuries.
- B. In the event that a school doctor or other physician is not immediately available, students and/or personnel should be transported to the nearest school to be checked by a school nurse.
- C. If a nurse is not available at a school, the Supervisor of Nurses shall be contacted for assistance.
- D. The bus driver shall notify the local police, the Supervisor of Transportation, who will notify the Superintendent's office, the Board Secretary, a school doctor, school nurse, and the school principal. The principals will notify parents of all children involved in the accident as soon as possible.
- E. School nurses, or a school administrator in the absence of a nurse, should list the names of all individuals involved, their statements of injury, and the examining doctor's findings.
- F. This procedure applies to all school bus accidents and includes accidents which may occur on bus trips to athletic events or any other school-related activity.
- G. "Preliminary School Bus Accident Reports," available at the Transportation Office, shall be completed and signed in every instance by the bus conductor within three days, and delivered to the Supervisor of Transportation.
- H. After signing the report, the Supervisor of Transportation shall forward the three copies to the offices designated on the Preliminary School Bus Accident Report and to the appropriate principal.
- I. Injuries to students in boarding bus, while on the bus, or during unloading where no vehicular accident occurred, are to be referred to the school nurse and reported to the Superintendent's office on regular student accident reports. A copy of these reports should be sent to the bus contractor and should indicate the route, bus number, and the name of the bus driver.

Adopted: 02/77
Readopted: 08/14

STATE OF NEW JERSEY - DEPARTMENT OF EDUCATION

County Code
District Code

Office of Student Transportation
 PO Box 500, Trenton, New Jersey 08625

PRELIMINARY SCHOOL BUS ACCIDENT REPORT

NEW JERSEY ADMINISTRATIVE CODE 6A:27-12.2

INSTRUCTIONS:

Every school bus driver shall immediately inform the principal of the receiving school following an accident which involves an injury, death, or property damage. The driver must also complete this accident report and deliver it to the principal of the receiving school by the end of the next working day. Print or type answers and sign the report. **Please answer all questions/items.** If not applicable, enter N/A. *Please distribute copies of this report as indicated below.*

TIME AND LOCATION OF ACCIDENT

Date of accident: _____ Time: _____ AM _____ PM

Location of accident: _____
 NAME OF STREET, HIGHWAY, INTERSECTION, BRIDGE, RR., ETC.
 CITY, TOWN BOROUGH OR TOWNSHIP COUNTY

Vehicle No. 1 (Mine)

Driver's Name _____
 Address _____
 Age ____ Sex ____ Driver's License # _____
 Owner of Vehicle No. 1 _____
 Address _____
 Transporting For _____ Board of Education
 Make & Yr. Of Bus _____
 License Plate No. _____ Capacity _____
 Total No. Persons on Bus ____ Pupils ____ Adults*
*Other than Driver
 Damage to Vehicle No. 1 _____

Vehicle No. 2 (Other)

Driver's Name _____
 Address _____
 Age ____ Sex ____ Driver's License # _____
 Owner of Vehicle No. 2 _____
 Address _____
 Make & Type of Vehicle _____
 License Plate No. _____
 Total Number of Occupants in Vehicle _____
 Damage to Vehicle No. 2 _____

Did accident result in? (Check all responses that apply.)

Fatality Incapacitating injury (serious) Non-incapacitating injury (moderate) Minor injury

Property Damage over \$500

Was the school vehicle equipped with seat belts or other restraint system?

Yes No OTHER RESTRAINT SYSTEM _____
NAME

INJURY DATA

Complete Columns "A" & "B". In column "A", list injured occupants of Vehicle #1. In Column "B", list injured occupants of Vehicle #2. Complete information on seat belts by placing a checkmark under "Yes" or "No". Attach additional sheets if necessary.

Column A
 List of Injured Occupants Vehicle #1

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Was Occupant Wearing Seat Belt or Other Restraint System?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Column B
 List of Injured Occupants Vehicle #2

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

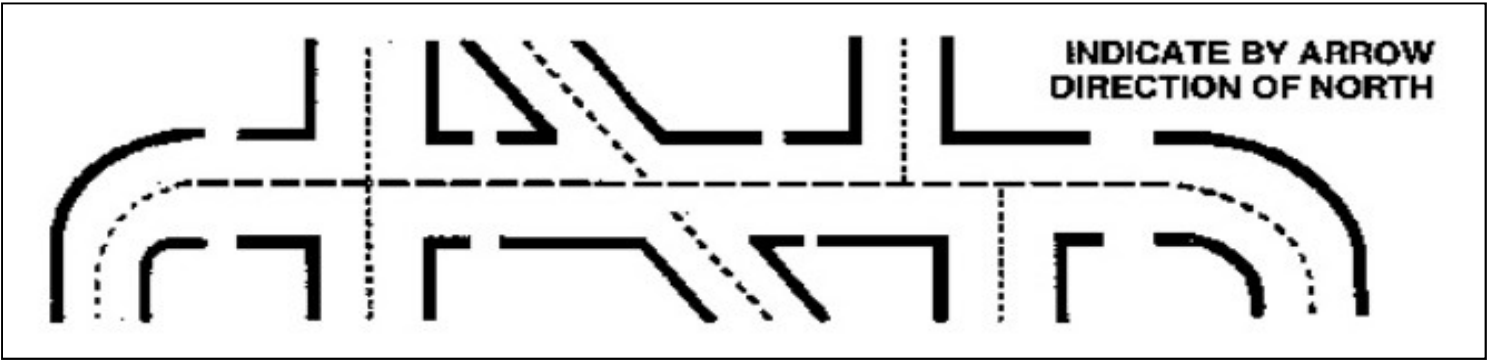
Was Occupant Wearing Seat Belt or Other Restraint System?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

Has the Bus Driver completed an approved Defensive Driving Course? Yes Date _____ No

DESCRIBE WHAT HAPPENED (Refer to the vehicle by number, give position of vehicles prior to accident, and direction of travel.)

Complete the following diagram showing direction and positions of vehicles involved, designating clearly the point of contact.
(If the diagram will not serve for the accident in question, use additional sheets)



Did police investigate accident? Yes (ATTACH A COPY OF REPORT) No

(RANK and NAME OF OFFICER) Dept. _____ (CITY, COUNTY, STATE)

VEHICLE (1)	VEHICLE (2)		VEHICLE (1)	VEHICLE (2)	
<input type="checkbox"/>	<input type="checkbox"/>	Going straight ahead	<input type="checkbox"/>	<input type="checkbox"/>	Starting in traffic lane
<input type="checkbox"/>	<input type="checkbox"/>	Overtaking	<input type="checkbox"/>	<input type="checkbox"/>	Stopped in traffic lane
<input type="checkbox"/>	<input type="checkbox"/>	Making right turn	<input type="checkbox"/>	<input type="checkbox"/>	Starting from park position
<input type="checkbox"/>	<input type="checkbox"/>	Making left turn	<input type="checkbox"/>	<input type="checkbox"/>	Skidding
<input type="checkbox"/>	<input type="checkbox"/>	Making U turn	<input type="checkbox"/>	<input type="checkbox"/>	Parked
<input type="checkbox"/>	<input type="checkbox"/>	Backing	<input type="checkbox"/>	<input type="checkbox"/>	Slowing or stopped

WEATHER CONDITIONS	ROAD CONDITIONS	ROAD SURFACE	ROAD CHARACTER	LIGHT CONDITIONS
<input type="checkbox"/> Clear	<input type="checkbox"/> Dry	<input type="checkbox"/> Concrete	<input type="checkbox"/> Curve with Grade	<input type="checkbox"/> Daylight
<input type="checkbox"/> Rain	<input type="checkbox"/> Snowy	<input type="checkbox"/> Black Top	<input type="checkbox"/> Straight with Grade	<input type="checkbox"/> Semi-Daylight
<input type="checkbox"/> Snow	<input type="checkbox"/> Wet	<input type="checkbox"/> Other	<input type="checkbox"/> Curve & Level	<input type="checkbox"/> Darkness
<input type="checkbox"/> Fog	<input type="checkbox"/> Icy		<input type="checkbox"/> Straight & Level	
			<input type="checkbox"/> Curve at Crest of Hill	
			<input type="checkbox"/> Straight at Crest of Hill	

I hereby certify to the best of my knowledge, this report is correct:

PRINT BUS DRIVER NAME SIGNATURE DATE

I hereby acknowledge receipt of this report.

PRINT PRINCIPAL OF RECEIVING SCHOOL NAME SIGNATURE SCHOOL DATE

PRINT DISTRICT TRANS SUPERVISOR NAME (DISTRICT PROVIDING TRANSPORTATION) SIGNATURE DISTRICT DATE

Distribution

ORIGINAL COPY TO PRINCIPAL OF RECEIVING SCHOOL
COPY TO NEW JERSEY DEPARTMENT OF EDUCATION, OFFICE OF STUDENT TRANSPORTATION

COPY TO COUNTY SUPERINTENDENT OF SCHOOLS
COPY TO DISTRICT PROVIDING TRANSPORTATION

SENIOR CITIZENS TRANSPORTATION

The Board of Education has established the following policy for Senior Citizens Transportation:

A. Definitions

1. Senior Citizen - Those people of the State of New Jersey who are 60 years of age or older. Spouses of senior citizens and their spouses. (As per N.J.S.A. 6:3-4.1(a))
2. Group - Ten or more persons including senior citizens and their spouses. (As per N.J.S.A. 6:3-4.1(a))

B. The use of school buses by Senior Citizens groups shall not interfere with the transportation of school pupils.

C. The hours shall be constructed for after 4:30 p.m. on school days and from 7 a.m. to 11 p.m. on non-school days and holidays.

D. Buses so used shall be operated only by persons licensed as bus drivers for the Woodbridge Township School District.

E. The Woodbridge Township Board of Education shall require groups seeking such use of school buses to pay all or part of any costs incurred by the district in permitting such use, including but not limited to the costs of fuel, driver salaries, insurance and depreciation.

F. School buses, when used to transport senior citizens groups, shall load and unload out of traffic. No passengers shall be picked up or discharged en route.

G. The group requesting use of the school buses will secure a "Senior Citizen's Transportation Form" from the Transportation Department.

1. The form shall be completed and returned to the Supervisor of Transportation at least two weeks prior to date of trip.
2. Upon receipt of a completed Senior Citizens' Transportation Form, the trip will be scheduled and a confirmation will be returned to the group.
3. Upon completion of the trip, the Supervisor of Transportation will submit to the group a statement of costs. This will be payable to the Board of Education, Township of Woodbridge within thirty days.
4. Cancellations must be made at least two days prior to date of trip, or group will be held accountable for costs incurred.

Adopted: 08/14

Regulation

USE OF AUTOMOBILES AND OTHER MOTOR VEHICLES

Any two wheel vehicle equipped with a motor is not permitted on school grounds after school, at night, or on weekends without prior permission. No privately owned vehicles of any type are permitted on the campus. Parking is permitted only in the parking lot.

- A. Police and emergency vehicles will be allowed on the walks.
- B. Maintenance and delivery vehicles may use the walks only to transport material and tools and must use discretion.
- C. Contractors who are servicing equipment for replacing glass will be allowed on the walks only after obtaining permission from the janitor on duty.
- D. The janitor will have the authority to request assistance from the police department when necessary to have a vehicle moved.
- E. All personal vehicles will be parked in the parking lot or such other designated areas, including vehicles operated by janitors.
- F. If, in the judgment of any authorized employee, he/she feels a vehicle must enter the campus and it is not covered in any of the categories listed, permission must be obtained from the principal.
- G. Under no circumstances will any vehicles with a wheel span wider than the walks be permitted to use the walks.

Adopted: 08/14

HAZARDOUS ROUTES

The Board of Education directs the Superintendent to supervise development of bus routes to provide safe, economic and reasonably expeditious transportation for:

- A. Public and non-public school pupils who live remote from the schoolhouse as directed by New Jersey law (18A:39-1).
- B. Educationally disabled pupils in accordance with their IEP.
- C. Pupils participating in Board-approved extracurricular activities or field trips.
- D. Pupils attending both public and nonpublic schools whose route to the school does not provide a safe walk pattern and is deemed hazardous based on the following criteria:
 - 1. It would be considered hazardous for an elementary (K-5) school student to:
 - a. cross the railroad tracks on Route 35 (St. Georges Avenue);
 - b. walk on Route 35 (St. Georges Avenue) between Woodbridge Library and ABD Electric;
 - c. walk underneath the Route #1&9 overpass on Route 35 (St. Georges Avenue);
 - d. walk on Rahway Avenue by the railroad tracks;
 - e. walk on New Dover Road from the Parkway bridge to the Route #27 bridge. (Students can walk along New Dover Road from Wood Avenue to Sterling Drive with the presence of a crossing guard at the Fordham Place playground);
 - f. walk along Wood Avenue between Inman Avenue and Oak Tree Road;
 - g. walk along the Port Reading Avenue bridge from Leon Street to Debra Street;
 - h. walk along Woodbridge Avenue from Cline Street to Austin Street;
 - i. walk along railroad tracks that intersect Woodbridge Avenue without a crossing guard present;
 - j. walk Route #1 at any length through the township;
 - k. walk Route #9 at any length through the township;
 - l. walk Woodbridge Center Drive;
 - m. walk Lake Avenue unless a crossing guard is present.
 - 2. It would be considered hazardous for a middle school (6-8) school student to:
 - a. walk along or cross Route #1&9 unless a crossing guard and a traffic control device are provided;
 - b. walk Woodbridge Center Drive unless a crossing guard and a traffic control device are provided.
 - 3. It would be considered hazardous for a high school (9-12) student to:
 - a. walk along or cross Route #1&9 unless a crossing guard and a traffic control device are provided;
 - b. walk Woodbridge Center Drive unless a crossing guard and a traffic control device are provided.

Adopted: 08/14, 4/19



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

HAZARDOUS ROUTE CRITERIA RATING CHART

To be applied to conditions only during normal student walking hours to and from school using the shortest reasonable route from the home of the student to the school.

		RELATIVE RISK	POINTS ASSIGNED	SCORE
A. ROADWAY				
1.	<u>Speed Limit</u> Defined as legal speed limit.	25 mph or below Above 25 mph Above 35 mph Above 45 mph	0 5 10 15	
2.	<u>Traffic Volume</u> Defined as the number of vehicles traveling in one direction per hour.	200 vehicles per hour or less Above 200 vehicles per hour Above 300 vehicles per hour	0 10 15	
3.	<u>Visibility Obstructions</u> Defined as total and permanent obstructions as determined by the Traffic Safety Department in accordance with standard criteria of stopping distance vs. line of sight.	No obstructions 1 to 3 obstructions Over 3 obstructions	0 5 10	
4.	<u>Type of Traffic</u> Defined as 4 lanes or more with a speed limit over 45 mph.		100	

B. WALKWAY

1.	<u>Existing Hard Walkway</u> Defined as a minimum 3 feet wide walkway of a hard material, i.e., concrete, blacktop, etc. where legal speed limit exceeds 25 mph.	Concrete walkway Blacktop or other hard walkway	0 5 20	
2.	<u>Distance Between Walkway and Traffic</u> Defined as distance between walkway and actual flow of traffic where speed limit exceeds 25 mph.	Over 3 feet Less than 3 feet	0 10	
3.	<u>Streets and Crossings</u> 1 point awarded per traffic lane crossed, excluding controlled intersections by light or guard.	25 mph or less Above 25 mph	0 Up to 5	
4.	<u>Curbing or Other Barriers</u> Conforms to minimum township curbing and/or barrier standards.	Exist Non-existent	0 5	
5.	<u>Length of Roadway</u> Defined as actual distance walked along roadway where legal speed limit exceeds 25 mph.	0 to 0.5 mile 0.5 to 1.0 mile 1.0 to 1.5 miles 1.5 and over	0 10 15 20	
6.	<u>Walkway/Traffic Directions</u> Defined as walking, facing traffic flow, or with traffic flow.	Facing traffic flow With traffic flow	0 5	

C. GRADE LEVEL

Defined as Grades K through 12.	K - 5 Grades 6 - 8 Grades 9 - 12	40 20 10	
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100 POINTS REQUIRED TO QUALIFY FOR HAZARDOUS BUSING

SCORE TOTAL:

D. EXTRAORDINARY TEMPORARY CONDITIONS

Posing immediate and substantial danger not otherwise described above resulting in immediate busing.	As determined by Township Safety Officer and/or Officer in Charge of Transportation.	
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Note: All hazardous busing is based on conditions as they exist. Changes in conditions will result in re-evaluation.

MILK PROGRAM

The following procedures for the availability and distribution of milk in the Elementary Schools shall be the policy of this School District:

- A. Milk shall be available to all pupils and to lunch pupils at the prescribed cost.
- B. The janitors within the building will deliver all milk to the designated distribution locations in each building.
- C. Schools Aides shall be available to collect money and assist with distribution of milk at lunch time.
- D. Children will be eligible to purchase milk for morning recess and/or lunch time at the prescribed cost.
- E. The individual building staff shall determine the method of collection for milk moneys as it relates to their particular facilities and school community.

Adopted: 08/14

Regulation

WELLNESS AND NUTRITION

- A. The following foods may NOT be sold, served, 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 procedure, 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

1. 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.
2. Reimbursable meals available through the food service program will emphasize nutritious and appealing foods, such as fruits, vegetables, low-fat dairy foods, and low-fat and whole grain products.
3. The schools students shall be encouraged to make nutritious food choices and consume all components of a balanced school lunch.
4. 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. Committees consisting of parents, students and staff will meet periodically each year to review school lunch offerings.
5. Students and other groups selling food, snacks, or beverages 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 hours that school cafeterias are in operation. For example, at the high school, student/group food sales may not be conducted during the hours from 10:00 AM to 1:15 PM.

C. Standards for Other Foods Served or Sold

All foods (other than reimbursable meals), 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:

1. Based on manufacturers' nutritional data or nutrient labels, foods shall contain:
 - a. No more than 8 grams of total fat/serving, with the exception of nuts and seeds;
 - b. No more than 2 grams of saturated fat/serving; and
 - c. Less than .5 gram of trans-fats.
2. No more than 40 percent of all ice cream/frozen desserts shall be allowed to exceed the above standards for sugar, fat, and saturated fat.
3. Beverages shall be limited to the following:

WELLNESS AND NUTRITION (regulation continued)

- a. In the elementary schools, beverages shall be limited to water, milk, or 100% fruit or vegetable juices;
 - b. In the middle schools 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.”
4. 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 the teaching of basic food preparation techniques in the family and consumer sciences department should comply with the standards as listed above to the fullest extent possible.
 2. Foods used to teach comparative foods, 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. When appropriate, guest speakers who are invited to address students shall receive orientation regarding relevant food policies and standards in the district.
 - a. The board further recognizes that food can be an important part of a student’s day in several other ways:
 1. Snacks:
 - a. Healthy snacks during the school day, in addition to the regular lunch break, shall be encouraged at every grade level.
 - b. Parents/guardians providing snacks to the classroom shall be informed in writing of the dietary standards and shall comply with all the dietary standards as listed above.
 - c. Parents/guardians providing snacks to their child shall be informed in writing of the dietary standards and requested to conform to the established dietary standards
 - d. Healthy snacks that conform to the established dietary standards shall be available in the schools for students in grades 5-12, i.e. through vending machines and/or school stores, during the school day and after school to provide necessary nourishment for students engaged in after school activities such as athletics, musical groups, clubs, and work.
 2. School-wide and classroom celebrations:
 - a. Parents shall be encouraged to provide food and beverages consistent with the dietary standards listed above.
 - b. Schools will provide and disseminate a list of recommended items for those occasions.
 3. Food shall not be offered to students as a reward or withheld as a punishment.
 - a. These procedures DO NOT apply to:

WELLNESS AND NUTRITION (regulation continued)

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 for behavior modification.

E. Environment

1. Students should have at least 20 minutes to eat after sitting down for 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.

Adopted: 08/14

**DETERMINING ELIGIBILITY FOR FREE AND
REDUCED-PRICE MEALS AND/OR FREE MILK**

The Woodbridge Township School District will observe the following regulations with respect to determining children eligible for free and reduced-price meals and/or free milk under the National School Lunch Program and/or the Special Milk Program.

A. Determining Eligibility

The criteria for determining children eligible for free and reduced-price meals and/or free milk will be the family-size income scale established by the Department of Education.

Eligibility for free or reduced-price meals and/or free milk will be determined solely on the basis of the information provided by parents on the application. Any child, from a family submitting an application whose income falls below the level for its' family size on the family-size income scale, will be eligible for a free or reduced-price meal and/or free milk.

The District will not require documentation of a family's income unless the district has reason to believe that the information provided on the application is incorrect. In such a case, the District will use the hearing procedure outlined herein to challenge the information provided or request additional information or documentation. The child who is eligible for a free or reduced-price meal and/or free milk on the basis of the information on the application will continue to receive the free or reduced-price meal and/or free milk to which the child is entitled until the hearing proceedings show the child to be ineligible.

If a child is denied eligibility for a free or reduced-price meal and/or free milk, the family will have the right to appeal the decision under the hearing procedure outlines herein.

Foster children will be considered eligible for free or reduced-price meals and/or free milk under the following conditions:

1. When the state or local government (or governmental agency) is legally responsible for the child, the child will be considered a "family of one" and the child's total annual support payments will be that family's income.
2. When the legal responsibility for the child rests with the family, and the state or local government subsidizes the child's adoption, the family size will include all members of the family including the foster child, and the family income will be the total family income including the foster child's subsidy.

C. Person(s) Who Will Determine Eligibility

The principal of each school will make eligibility determinations for free or reduced-price meals and/or free milk in his/her building.

D. Applications for Free and Reduced-Price Meals and/or Free Milk

The District will send applications for free and reduced-price meals and/or free milk to the parents or guardians of all enrolled children including all Kindergarten and pre-kindergarten within the first week of school. Within 10 days of receipt of completed application, a decision regarding eligibility will be made and parents will be notified in writing of the decision. A child who is determined eligible will begin receiving the free or reduced-price meal and/or free milk immediately.

All children of the same family attending participating schools in one district are entitled to receive the same benefits. While the District is requesting that one application be completed for each child in a family to facilitate compliance with this provision, the district will review applications and family enrollments to assure that all children in a family receive the same benefits.

The District will accept applications for Free and Reduced-Price Meals and/or Free Milk at any time during the school year.

Information provided by the parents on the applications will be kept confidential.

E. Hearing Procedure

In the event that an application is denied on the basis of information provided and the parents wish to appeal the decision, or the District has reason to challenge the application, the following hearing procedure will be used. A child who is eligible, on the basis of the information provided on the application, will continue to receive the free or reduced-price meal and/or free milk to which the child is entitled, until the hearing procedure shows the child to be ineligible.

Prior to the initiation of the formal hearing procedure, the parent or district may request (either in writing or verbally) a conference to informally discuss the situation, present information, obtain explanations of the data submitted on the application or the decision rendered. This conference will not in any way prejudice or diminish the right to a fair formal hearing. If, during the conference, the parent and District reach an agreement on the decision, the formal hearing procedure will not be initiated.

The following formal hearing procedure has been adopted:

1. The Food Services Supervisor was appointed by the district to conduct and render a decision on any hearing.
2. The availability of the hearing procedure will be announced in the letter to parents and the news release. The hearing procedure can be requested in writing or verbally.
3. The hearing will be scheduled with reasonable promptness and convenience to the family. The family will be given adequate notice as to the time and place of the hearing.
4. The family and District will have the opportunity to be assisted or represented by an attorney or other person at the hearing.
5. The family and District will have the opportunity, for a reasonable amount of time in advance of the hearing, to review and be advised of the source of the information on which any denial or challenge is based.
6. The family and District will have the opportunity to present verbal or documentary evidence and arguments supporting their positions without undue interference.
7. The family and the District will have the opportunity to question or refute any testimony or other evidence and to confront and cross examine any adverse witness.
8. The decision of the hearing office shall be based on the verbal and documentary evidence presented at the hearing and made part of the hearing record.
9. The family and any designated representative shall be notified in writing of the decision of the hearing officer.
10. A written record of each hearing will be prepared which will include the challenge or the decision under appeal, any documentary evidence and a summary of any verbal testimony presented at the hearing, the decision of the hearing officer including the reasons for the decision and a copy of the notification of the decision to the parties concerned.
11. A copy of the written record will be submitted to the Department of Education within 10 days after the final decision has been rendered.
12. The written record of the hearing will be retained for a period of three years from the end of the current school year and will be available for examination by the parties concerned or their representatives at any reasonable time and place during that period.

F. Methods to be Used in Collecting Children's Payments

1. If a child is entitled to reduced lunch benefits, parents may use an online, prepayment service to deposit money into their child's school meal account at any time. Information for this service is located on the district's website, www.woodbridge.k12.nj.us.

2. Students may go to any point of sale in the cafeteria during their lunch period and deposit money into their school meal account, or pay daily, if entitled to reduced lunch benefits.
3. All students receive a Personal Identification Number (PIN) when first registering for school. PINs are used by free and reduced lunch students to identify their eligibility at the point of sale.
4. The following schools use the above collection method:

Woodbridge High School	Avenel Middle School
Colonia High School	Colonia Middle School
John F. Kennedy High	Fords Middle School
Iselin Middle School	Woodbridge Middle School
5. In the elementary schools listed below, the homeroom teacher provides each child with an envelope for monthly payments. Children return the envelopes with payment, if paying full or reduced-price, or empty if free, to homeroom teacher. Parents may also use the online prepayment services as offered above (F.1).
6. At a specified time lunch cards are issued to all children who are receiving meals. All tickets are identical except for the coded numbers known only to authorized school personnel. The coded numbers are used for accounting purposes only.
7. The following schools use the above collection method:
Schools #: 1, 4/5, 9, 11, 14, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28

G. Non-Discrimination Clause

In the operation of Child Nutrition Programs no child will be discriminated against because of race, sex, color, national origin or ability to pay.

The names of children determined eligible for free and reduced-price meals and/or free milk will not be published, posted or announced in any manner.

Children receiving free or reduced-price meals and/or free milk will not be required, as a condition of receiving such meals:

1. To use a separate lunchroom entrance or serving line;
2. To eat different meals;
3. To eat at separate time;
4. To use a different medium of exchange than paying children
5. To work for their meal and/or milk (students may work in the lunchroom, but not as a condition of receiving a free or reduced-price meal).

H. Public Announcements

Public announcements, including the family-size income scale, information on how families can apply, and appeal procedures will be made at least once during the school year, no later than September 15, by the following method:

1. A letter to parents and application for free and reduced-price meals and/or free milk will be sent home to the parents of each child enrolled during the first week of school.
2. Free and reduced price applications, application instructions, and pricing information are available through the district's website.
3. An announcement will be provided to the local unemployment office, the local welfare agency, any major employers contemplating large layoffs in the area from which the school draws its attendance, and any other interested person(s) or community agencies.

I. Record Keeping Requirements

The District will keep on file for a period of three years after the end of the current school year, copies of ALL applications received (whether approved or denied) and records and transcripts of all appeals made and the action taken by the hearing officer.

Adopted: 10/12

Readopted: 08/14

Regulation

FREE OR REDUCED-PRICE LUNCHES/MILK

Eligibility

The following procedure shall be followed in determining the eligibility of students for free or reduced price meals:

- A. The principal in each school shall determine which individual students are eligible for a free or reduced price meal under the established policy.
- B. The school district shall provide application forms for free and reduced price meals to all parents/guardians and to any interested community groups and agencies who request them.
 - 1. Eligibility for free or reduced price meals shall be determined from the information provided on the application form.
 - 2. Within seven days of receipt of an application, a decision regarding eligibility shall be made, and parents/guardians shall be notified in writing by mail of that decision.
 - 3. If a positive determination is made, the student shall begin to receive the free or reduced price meal immediately.
- C. In cases where for various reasons parents/guardians or other adult members of the family do not initiate a request for a free or reduced price meal, the classroom teacher, principal, visiting teacher, school nurse or other official may complete an application to establish eligibility when needed for such students.

The school shall keep on file for the duration of the current school year a report of all applications and appeals made and the action taken thereon.

Hearing

If a student is found to be ineligible on the basis of the information provided on the application, a family is permitted to appeal the decision to the superintendent.

If a solution is not reached an appeal may be made according to the procedures for student complaints in board policy 5145.6 Student Grievance.

Anonymity

In order to protect the anonymity of students receiving a free or reduced price meal, the following procedures shall be observed:

- A. A voucher/ticket purchasing system shall be employed in the district. The school community shall be notified that lunch voucher/tickets may be purchased in advance and for any number of meals desired.
- B. A cash and voucher/ticket system shall be used in the lunchroom. Free/reduced lunch/milk recipients shall be issued the voucher/ticket required for purchase of lunch. Vouchers/tickets shall be distributed to free/reduces-price meal plan recipients and paying students in the same manner to protect anonymity.
- C. The names of students determined to be eligible for free or reduced price meals shall not be published, posted or announced.

FREE OR REDUCED-PRICE LUNCHESES/MILK (regulation continued)

- D. Students receiving free or reduced price meals shall not be required as a condition of receiving such meals:
1. To use a separate lunchroom, entrance or serving line;
 2. To eat a different meal, or at a different time or use a different medium of exchange than paying students; or
 3. To work for their meal.

Adopted: 08/14

Regulation

DISTRICT RECORDS AND REPORTS

A. Custodians of public records

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

Public Records Including All Related Documents:

Custodian:

Board of education policy manual

school business administrator

superintendent's manual of
administrative regulations

superintendent

Minutes of public and private board meetings
and of all public hearings

school business administrator

Annual audit and fiscal record

school business administrator

Budget

school business administrator

Payroll

school business administrator

Purchasing records

school business administrator

Board correspondence

school business administrator

Reports to the commissioner

superintendent

Grant applications and proposals

superintendent

Election records, including special referenda
sales of bonds

school business administrator

Legal proceedings, including opinions
issued by judicial or administrative authority
in the adjudication of cases

school business administrator

Negotiated contracts

school business administrator

B. Public access to records

1. Public records are available for inspection and copying in the office of the custodian of the record. No public record may be removed from the office in which it is kept.
2. Public records may be assessed during the regular business hours of the office in which the record is kept, except that the custodian of the record may delay access a maximum of one working day when

DISTRICT RECORDS AND REPORTS (regulation continued)

immediate inspection or copying will unduly burden the custodian or frustrate the administration of his or her office.

3. Inspection and/or copying must be conducted under the supervision of the custodian or his or her designee and may, at the custodian's discretion, be limited to a reasonable length of time.
4. No more than three members of the public may inspect a public record at the same time.
5. No person shall deface, amend, mark, destroy, obliterate, or alter in any way a public record or portion of a public record of this district. A person who violates this rule will be immediately denied further access to any public records and will be reported to the board.

C. Copies of public records

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

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

- i. \$0.05 per page for letter sized pages and smaller;
 - ii. \$0.07 per page for legal sized pages and larger;
 - iii. When the actual cost to produce paper copies exceed the \$0.05 and \$0.07 rates may charge the actual cost of duplication;
 - iv. Electronic records (via e-mail and fax), must be provided free of charge;
 - v. Actual cost must be charged when providing records in another medium (computer disk, CD-ROM, DVD).
3. Copies may be requested and delivered by mail, provided the requester identifies the record accurately and submits payment in advance. Payment must include actual cost of postage.
 4. Copies of public records are not returnable.

D. Appeals

1. A decision of the custodian of a public record may be appealed to the superintendent.
2. An appeal of a decision must be made in writing to the superintendent. The appeal must set forth:
 - a. The name and address of the appellant;
 - b. The specific record sought;
 - c. The custodian of the record;
 - d. The decision appealed from;
 - e. The date of that decision; and
 - f. The appellant's reasons for believing that the decision should be reversed.
3. The superintendent shall render a decision on the appeal as soon as possible, but not later than ten days from the time the written appeal is submitted. The superintendent's decision shall be in writing and shall be delivered to the appellant and the custodian of the subject record.
4. The appellant may appeal the superintendent's decision to the board; a decision of the board may be appealed to the Commissioner of Education.

DISTRICT RECORDS AND REPORTS (regulation continued)

E. Confidential records

1. Custodians of public records shall be cognizant of the portion of the record, if any, that must be exempted from public inspection in accordance with law and policy 3570. Exempted records are:
 - a. Personnel and pension records of an individual, except the individual's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he or she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions;
 - b. Questions on examinations required to be conducted by the board;
 - c. Records concerning morbidity, mortality, and reportable diseases;
 - d. Records concerning individual students;
 - e. Election tally sheets and ballots;
 - f. Reports of investigations in progress;
 - g. Records regarding matters the disclosure of which would impair a right to receive
 - h. federal funds;
 - i. Records regarding pending negotiations toward a collective bargaining agreement;
 - j. Records regarding the contemplated purchase, lease, or acquisition of real property;
 - k. Records regarding tactics and techniques utilized in protecting the safety and property of the public where such disclosure would impair such protection;
 - l. Records regarding pending or anticipated litigation, contract negotiations (other than in the collective bargaining process), and other issues that may fall within the privileged relationship between the board and its attorney;
 - m. Rosters of employees and students;
 - n. The home address and telephone number of any student or employee of the board, except as the individual student or employee may wish such information to be released. Notations and tape recordings made and temporarily retained by an individual solely as an administrative convenience in the performance of assigned duties, except that tape recordings of public meetings may not be exempted from public inspection; and
 - o. Records made and privately retained by an individual that express personal impressions, opinions, and conclusions, and the disclosure of which would tend to violate the recorder's privacy.
2. The custodian will take such measures as may be appropriate and effective in separating exempted records and preserving their confidentiality.

Adopted: 08/14

PUBLIC RECORDS

- A. The Business Administrator/Board Secretary of the Woodbridge Township Board of Education (“Board”) shall serve as the Custodian of Records (“Custodian”) for the purposes of requests made under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 (“OPRA”).
- B. A record may be in any form or medium that has been made, maintained or kept on file in the course of the Board’s official business.
- C. The following are exempt from disclosure:
1. Inter-agency or intra-agency advisory, consultative, or deliberative materials;
 2. Trade secrets and proprietary commercial or financial information obtained from any source;
 3. Information subject to the attorney-client privilege;
 4. Administrative or technical information regarding computer hardware, software and network which, if disclosed, would jeopardize computer security;
 5. Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of buildings or facility or persons therein, including security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
 6. Information which, if disclosed, would give an advantage to competitors or bidders;
 7. Information generated by or on behalf of public employers or public employees in connection with any sexual harassment complaint filed with a public employer 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;
 8. Communications between a public agency and its insurance carrier, administrative service organization or risk management office;
 9. Information that is to be kept confidential pursuant to court order;
 10. Portion of any document that 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 law, 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;
 11. A victim’s personal information shall not be released to the person(s) convicted of a crime against the victim, unless to aid in the defense of the requestor;
 12. A citizen’s personal information with which an agency has been entrusted when disclosure thereof would violate the citizen’s reasonable expectation of privacy;
 13. Personnel and pension records information including, but not limited to: records relating to any grievance filed by or against an individual, and any detailed medical or psychological information;

14. Any other exemption according to statute; resolution of either or both houses of the Legislature; regulations promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court or judicial case law; any federal law, regulation or order.
- D. Any requestor for records from the Board (“requestor”) must complete the Board’s Records Request Form (“Form”) and submit it to the Custodian during regular business hours.
- E. The Custodian shall reply to all requests promptly and shall grant or deny access to each record within seven business days of the request’s receipt, provided that the record is available and not in storage or archived. If a record is in storage or archived, the Custodian shall respond within seven business days that the record is temporarily unavailable and make arrangements to promptly make the record available.
- F. The Custodian shall provide a copy of a record in the medium requested by the requestor. However, if the Board does not maintain the record in the medium requested, the Custodian shall provide a copy in some other meaningful medium.
- G. Copies of a government record embodied in the form of printed matter may be purchased for the following fee:
- \$0.05 per letter size page
 - \$0.07 per legal size or larger
- H. The Custodian shall prominently post a clear statement in public view that sets forth the right to appeal the Board’s decision with regard to the production or lack of production of records and the procedure by which an appeal may be filed.

Adopted: 10/10
Readopted: 08/14