

REGULATION

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R 8140 ENROLLMENT ACCOUNTING

A. School Enrollment

1. The enrollment in a class, a school, or the district shall be the total number of original entries plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all the classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. No pupil attending a school operated by this district shall be enrolled in more than one school register in the school district during a school year. All pupils shall be enrolled as of the first day of attendance for that year.
3. No pupil shall be enrolled in a school register until the pupil has reached the following legal school age:
 - a. Kindergarten - more than four years and less than six years;
 - b. Day school - more than five years; or
 - c. Preschool disabled - more than three years and less than five years.
4. Within ten days of the start of the school year, the district shall determine whether any re-entering pupil who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
5. Any pupil enrolled in a school register in a school district who moves to another school district in the same school year shall be enrolled in one register in the new school district upon entering school in that school district.
6. The average daily enrollment in the district for a school year shall be the sum of the days present and absent of all enrolled pupils when schools were in session during the year, divided by the number of days schools were actually in session. The average daily enrollment for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual classes or schools.



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7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled pupils when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the pupils entered in the register on the last school day prior to October 16.
- b. The count shall include all pupils who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all pupils who have been removed from the register by transfer or dropout.
- c. The count shall be recorded on a form, and the form shall be submitted to the Director of Special Services no later than October 16.

2. Data Collection

- a. The Director of Special Services shall assign responsibility for the preparation of worksheets to document the compilation of register data.
- b. Completed worksheets shall be submitted to the Director of Special Services who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
- c. The Director of Special Services shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the County Superintendent no later than required by law.



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3. Application Submission

The Director of Special Services shall complete the Application for State School Aid and submit the application to the Superintendent for approval.

Issued: 22 October 2009



R 8220 SCHOOL CLOSINGS

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

A. Notification Provisions

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

Television and/or Radio Station

WAWZ 99.1 FM
WNNJ 103.7 FM
News Channel 12 New Jersey
Channel 4 NBC
Fox 5
Channel 7 ABC

An announcement will also be posted on the district website, <http://www.pthsd.k12.nj.us> and on the district's automated email and texting system.

2. Parent(s) or legal guardian(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the radio stations listed above. The notice will include the call numbers of each station, its location on the AM or FM band, and the time(s) at which the announcement will be carried. Parent(s) or legal guardian(s) will be cautioned not to attempt to telephone the radio station.
3. The Principal of each school building will prepare an emergency call chain for the prompt notification of parent(s) or legal guardian(s) that children will be sent home early.
 - a. The parent call chain will list the telephone number of the parent or legal guardian of each child in the school. The chain will be reviewed and updated annually. Each parent(s) or legal guardian(s) is responsible for supplying his/her telephone number or other information that will permit the notification of a person responsible for the child.



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- b. A copy of the complete parent call chain will be maintained by the Principal and will be kept as a confidential document. An additional copy will be kept in the office of the Superintendent.
 - c. Portions of the parent call chain will be released to volunteer callers as necessary for the integrity and efficient operation of the call chain process.
 4. The Principal of each school building shall prepare an emergency call chain for the prompt notification of all teaching staff members and support staff members who regularly report to that school.
 - a. The staff call chain will be reviewed and updated annually. Each staff member is responsible for supplying the telephone number at which he/she can be reached for notification of the closing or delayed opening of school.
 - b. A copy of the complete staff call chain will be maintained by the Principal and will be kept as a confidential document.
 - c. Portions of the staff call chain will be released to staff members as necessary for the integrity and efficient operation of the call chain process.
 5. The Superintendent's office will prepare and administer a staff call chain for central office employees.
 6. The Business office will prepare and administer a staff call chain for support staff employees.
 7. Each staff call chain should be so organized as to ensure that the first called are those staff members who live farthest from the school, office, or facility to which they regularly report.
- B. All Day Closing
 1. The decision to close schools for the day will be made in accordance with Policy No. 8220 and the following will be promptly notified:
 - a. Television and radio stations (see A1),
 - b. All Building Principals,



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- c. The Director of Transportation,
 - d. Private schools to which transportation is provided for district children,
and
 - e. Parsippany-Troy Hills Police Department.
2. Each Building Principal and other person responsible for a call chain will promptly institute the process of notifying staff members of the closing by means of the staff call chain. Every effort should be made to notify staff members as soon as practicable.
 3. In the event a staff member cannot be reached by telephone, the caller will report that fact to the Building Principal or other person responsible for the call chain.
 4. Unless the Superintendent determines otherwise, maintenance personnel and custodial personnel are expected to report for work on an emergency closed day.
- C. Delayed Opening
1. When circumstances are such as to require the late opening of school, the school day will ordinarily be delayed by two hours. All beginning schedules will be in effect, modified only by the two hour delay.
 2. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B.
 3. Unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time.
 4. If weather conditions deteriorate after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.
 5. The Principal of each school will modify the school's schedule to accommodate the shorter day. Morning schedules may be canceled. After-school and athletic events may be canceled.
 6. Lunch will be served as usual, but may be delayed.



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D. Early Dismissal

1. A decision to close school early will be promptly relayed to:
 - a. Building Principals in the affected schools,
 - b. The Director of Transportation,
 - c. Private schools to which transportation is provided for district children, and
 - d. Parsippany-Troy Hills Police Department.
2. Building Principals in the affected schools will promptly notify all staff members of the early closing, using appropriate building procedures.
3. Parent(s) or legal guardian(s) will be notified by the emergency parent call chain. Each caller will report to a person designated by the Principal the names of any parent(s) or legal guardian(s) who cannot be reached by telephone.
4. Buses may be loaded as soon as they arrive at the school and may depart as soon as all pupils assigned to the bus have boarded.
5. A parent(s) or legal guardian(s) may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy No. 5230 regarding the person(s) to whom a child may be released.
6. The Principal will designate a safe and secure location in the school building which may be assigned to pupils whose parent or temporary caretaker could not be reached by telephone or other means.
 - a. A teaching staff member will be assigned to supervise the pupils who remain in the school.
 - b. Pupils who have remained in the school will be released at the time school regularly closes, by whatever means of transportation they would have taken were the school not closed early.
 - c. The Principal may arrange for a late bus or transportation by private vehicle for pupils retained at the school.

Issued: 22 October 2009



R 8310 PUBLIC RECORDS

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

“Board” means the Parsippany-Troy Hills Township Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

“Public State agency” or “agency” means any of the principal departments in the Executive Branch of State Government, and any division, board, bureau, office, commission or other instrumentality within or created by such department; the Legislature of the State and any office, board, bureau or commission within or created by the Legislative Branch; and any independent State authority, commission, instrumentality, or agency. The terms also mean any political subdivision of the State or combination of political subdivisions, and any division, board, bureau, office, commission or other instrumentality within or created by a political subdivision of the State or combination of political subdivisions, and any independent authority, commission, instrumentality, or agency created by a political subdivision or combination of political subdivisions.

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

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

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A “government record” or “record” does not include inter-agency or intra-agency advisory, consultative, or deliberative material.
3. A “government record” or “record” does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:



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- a. Victims' records, except that a victim of a crime shall have access to the victim's own records;
- b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
- c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
- d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
- e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
- f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
- g. Information that, if disclosed, would give an advantage to competitors or bidders;
- h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed within the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
- i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
- j. Information that is to be kept confidential pursuant to court order;
- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of



any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;

- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning pupil records or grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil; and
- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1.1.



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

1. Notwithstanding the provisions of N.J.S.A. 47:1A:1 et seq., where it appears the record or records which are sought to be inspected, copied, or examined shall pertain to an investigation in progress by the Board and/or administration:
 - a. The right to inspection, copying and/or examination may be denied if the inspection, copying or publication of such record or records will be inimical/detrimental to the public interest. This provision will not be construed to prohibit the Board and/or custodian from opening such record or records if not otherwise prohibited by law or to prohibit access to a record that was open for public inspection, examination, or copying before the investigation commenced; and
 - b. If the Board, during the course of an investigation, obtains from another public agency a government record that was open for public inspection, examination or copying before the investigation commenced, the Board will provide the other agency with sufficient access to the record to allow the other agency to comply with requests made pursuant to N.J.S.A. 47:1A-1 et seq.
2. Notwithstanding the provisions of N.J.S.A. 47:1A-1 et seq., the information concerning a criminal investigation will be available to the public in accordance with N.J.S.A. 47:1A-3.b.

D. Inspection, Examination and Copying (N.J.S.A. 47:1A-5 et seq.)

1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:



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- a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;
 - b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
 - c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and
 - d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.
- E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)
1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provisions of N.J.S.A. 47:1A-5.b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.
 - a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c. and E.2. below.



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- b. The calculation of actual costs shall be as follows:
- (1) The custodian should contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copying materials such as paper and toner.
 - (2) The custodian should calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.
 - (3) The custodian should contact the copying company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner should be able to copy).
 - (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
 - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.
 - (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
- c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. and E.1. above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
- d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.



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2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district will charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.
3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.
4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district will charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.
5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
 - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
 - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
 - c. Specific directions and procedures for requesting a record;
 - d. A statement as to whether prepayment of fees or a deposit is required;
 - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;



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- f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;
 - g. Space for the custodian to list reasons if a request is denied in whole or in part;
 - h. Space for the requestor to sign and date the form; and
 - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.
7. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.
 8. Request for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically in a pdf format with signature.
 9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
 10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
 11. The custodian will sign and date the form and provide the requestor with a copy thereof.
 12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
 13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.



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



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- F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)
1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
 - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
 - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).
 2. The right to institute any proceeding under N.J.S.A. 47:1A-6 will be solely that of the requestor. Any such proceeding shall proceed in a summary or expedited manner. The Board will have the burden of proving that the denial of access is authorized by law. If it is determined that access has been improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.
- G. Government Records Council (N.J.S.A. 47:1A-7)
The Board and the custodian of records will comply with the requirements and guidelines from the Government Records Council in accordance with N.J.S.A. 47:1A-7.
- H. Common Right Law Right of Access (N.J.S.A. 47:1A-8)
Nothing contained in N.J.S.A. 47:1A-1 et seq. shall be construed as limiting the common law right of access to a government record, including criminal investigative records of a law enforcement agency.
- I. Construction with Other Laws (N.J.S.A. 47:1A-9 et seq.)
1. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate any exemption of a public record or government record from public access heretofore made pursuant to N.J.S.A. 47:1A-1 et seq.; any other statute; resolution of either or both Houses of the Legislature; regulation promulgated under the authority of any statute or Executive Order of the Governor; Rules of Court; any Federal law; Federal regulation; or Federal order.
 2. The provisions of this Regulation and N.J.S.A. 47:1A-1 et seq. shall not abrogate or erode any executive or legislative privilege or grant of confidentiality heretofore established or recognized by the Constitution of this State, statute, court rule or judicial case law, which privilege or grant of confidentiality may duly be claimed to restrict public access to a public record or government record.



Request For Records and Reports

I. General Information

A request for a copy of government records should be submitted on this form. Some records will be immediately available during normal business hours. Some records will require time to compile and to make the copies requested, but will normally be available during normal business hours and within seven (7) business days. If any document or copy which has been requested is not a public record or cannot be provided within the seven (7) business days, you will be provided with a response with that information within the seven (7) business days. Some records requested have specific fees or other response times established by law, regulation, or Executive Order. There is no fee involved in simply inspecting a document during normal business hours. In general:

- Immediate access is ordinarily granted for budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information. Minutes of public meetings will be generally available immediately after the minutes have been prepared; unapproved minutes will be so labeled.
- Records which are not readily available or which will require a search of records will be made available as soon as possible and the applicant will be provided with an interim report within seven (7) business days indicating the time that will be required to provide the records.
- Except as otherwise provided by law or regulation, the fee assessed for the duplication of a printed record shall be in accordance with regulation 8310.

Where a request is for a copy in a format other than a photocopy, reasonable efforts will be made to provide the information in the format requested. The cost will be based on the costs of producing the format requested. A deposit may be required.

A person who is denied access to a government record by the custodian, at the option of the requestor, may:

- a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
- b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).



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II. Request (please print)

Name: _____

Address: _____

City _____ State _____ Zip _____

Telephone [Day] _____

I request _____ copy or copies of the specific records set forth below:

I request only to inspect the specific records set forth below:

If records are available in different formats, type of format requested

Email To: rctedesco@pthsd.net or mail: 292 Parsippany Road, Parsippany, NJ 07054

Requestor's Acknowledgement

As a requestor of records, I acknowledge that I have read and received a copy of the "General Information Concerning Government Records" and understand that I have the right to appeal a decision of the records custodian to either the Superior Court of New Jersey or to the Government Records Council.

Signature of Requestor _____ DATE _____

FOR BOARD OF EDUCATION USE ONLY

If copies requested, date copies will be ready _____

Approximate Cost _____

Deposit Required _____

Custodian Signature _____

Date _____

Robin C. Tedesco – Custodian of Records - Business Office

Eileen Hoehne – Custodian of Records - Personnel



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III. Public Records Request Response

- A. Access is granted to the following records. If copies were requested, they are being made available for the fee listed below:

SUBTOTAL FEE FOR COPIES _____

SPECIAL SERVICE FEE (IF ANY) _____

LESS DEPOSIT (IF ANY) _____

TOTAL FEE _____

- B. Access to the following document(s), is denied, for the reasons listed below:

Custodian Signature _____ Date _____

Robin C. Tedesco – Custodian of Records - Business Office
Eileen Hoehne – Custodian of Records - Personnel

Acknowledgement of Requestor

I hereby acknowledge that I have received the documents requested, except for any documents listed above on which a determination has been made that the documents will not be provided. If any documents have not been provided, I understand that I have the right to appeal to New Jersey Superior Court or to the Government Records Council in the Department of Community Affairs.

Signature of Requestor Date _____

Issued: 22 October 2009
Revised: 24 February 2011



R 8320 PERSONNEL RECORDS

A. Content of Record

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



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2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 3. The content of personnel files will be reviewed annually and material no longer required will be destroyed.
- B. Custodian of Personnel Records
1. The Superintendent is custodian of all personnel records.
 2. Personnel records shall be maintained in the office of the Director of Personnel, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
1. Each employee shall be informed of the content of his/her personnel file.
 2. Each employee will be notified of the inclusion in his/her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.
 - c. No report or letter or memorandum from any source, other than documents referred to in C2b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.
- D. Employee Access to Personnel Records
1. Each employee shall be granted access to his/her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.



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2. Written request for access shall be submitted to the Director of Personnel. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
 3. The employee shall review the record in the presence of the Director of Personnel or designee and, at the employee's request, a representative of the employee.
 4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his/her comment on that document.
 5. The employee may handcopy any portion of his/her file and may receive photocopies of records on payment of the copying fees established for copies of public records.
- E. Appeal of Content of the File
1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his/her personnel file or the accuracy of any information in the file.
 2. An appeal must be made in writing on a form available in the office of the Superintendent.
 3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than fifteen working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.
 4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.



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2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Computerized Records
1. Computerized personnel records may include only the following information about an employee:
 - a. Name, address, and telephone number;
 - b. Social security number;
 - c. Current assignment;
 - d. Work experience;
 - e. Employment date; and
 - f. Salary guide and step.
 2. Computerized information may be used only for the following purposes:
 - a. Payroll;
 - b. An employee's individual employment record; and
 - c. Studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent, provided that such studies, reports, or surveys do not identify specific employees.

Issued: 22 October 2009



R 8330 STUDENT RECORDS

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
4. “Parent” means the natural or adoptive parent, legal guardian, surrogate appointed according to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. In addition, a foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.
5. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
6. “Student record” means information related to an individual student gathered within or outside the school district and maintained within the school district regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition.
7. “Student information directory” means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student’s: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.



B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.
2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy or Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.
6. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
7. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.



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8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parents or adult student.
 9. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 et seq., until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board of Education shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
 - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
 - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.
 2. To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.
- D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)
1. Mandated student records shall include the following:
 - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance;



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- b. Record of daily attendance;
 - c. Descriptions of student progress according to the system of student evaluation used in the school district;
 - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees and immunizations;
 - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - f. All other records required by N.J.A.C. 6A.
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records may include, but are not limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, adult student, or emancipated minor regarding the student's achievements or school activities;
 - d. Any correspondence with the student and/or the student's parents;
 - e. Driver education certificate;
 - f. Emergency notification form;
 - g. New student registration form;



- h. Withdrawal or transfer form;
 - i. Change of schedule form;
 - j. Records of disciplinary infractions, penalties, and disciplinary hearings;
 - k. Records of the student's co-curricular and athletic activities and achievements;
 - l. Class rank;
 - m. Awards and honors;
 - n. Notations of additional records maintained in a separate file;
 - o. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
 - p. Entries indicating review of the file by an authorized person.
- E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)
- 1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
 - 2. Records for each individual student may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered
 - 3. Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
 - 4. Records shall be accessible during the hours in which the school program is in operation.



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5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age twenty-three, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
 6. Any district website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.
- F. Access to Student Records (N.J.A.C. 6A:32-7.5)
1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
 2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.
 3. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
 4. Access to and disclosure of a student health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).
- G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:32-7.5(e))
- Access shall include only the following:
1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:



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- a. The place of residence shall not be disclosed; and
 - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:
 - a. An approved private school for the disabled;
 - b. A State facility;
 - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
 - d. Clinics and agencies approved by the Department of Education.
6. To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;



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7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;
8. Accrediting organizations in order to carry out their accrediting functions;
9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
 - b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;
 - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
 - d. The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
 - e. Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
 - f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.



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11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;
13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);
14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;
16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and
18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).



H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee the request in writing together with any required authorization.
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.
 - a. Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).



5. A record may be withheld from a parent or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)
1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.
 2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
 - a. A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.
 - b. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
 - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.
 - d. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal this decision to the Board of Education.
 - e. If an appeal is made to the Board of Education, a decision shall be rendered within twenty school days. The decision of the Board of



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Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, Controversies and Disputes.

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- f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
 3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of I.2. above.
 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal.
 - a. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.
- J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)
1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
 2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of after the information is no longer necessary to provide educational services to a student.
 - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and



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reasonable attempts to secure parental or adult student permission have been unsuccessful.

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Student Records

3. Upon graduation or permanent departure of a student from the school district:
 - a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
 - b. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
 - c. Such disposition shall be accomplished only after written parental or adult student notification, and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Adopted: 22 October 2009
Revised: 25 May 2017



R 8420 EMERGENCY EVACUATION PLAN

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

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



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

Adopted: 22 October 2009



R 8420.1 FIRE AND FIRE DRILLS

A. Fire Drills

1. The Principal of each school building will conduct a fire drill not less than twice each month that school is in session. Attempts should be made to conduct drills in various weather conditions and at various times of the school day. Fire drills should always be unannounced to school staff and pupils. The Principal shall inform local fire fighting officials whenever a fire alarm is for drill purposes.
2. Fire alarm shall be by a building designated signal. Alarm signals should be tested regularly, before or after the school session.
3. When the fire alarm rings, each teacher will:
 - a. Direct pupils to form into a single file line and proceed along the evacuation route to the nearest exit;
 - b. Close the windows of the room and turn off all lights and audio-visual equipment;
 - c. Take the class register or roll book;
 - d. Ascertain that all pupils have left the room and that any pupil who may have gone to the lavatory is escorted from the building;
 - e. Close all doors to the room when it is empty;
 - f. Ensure that the pupils assigned to him/her class have left the school along the route prescribed in the school evacuation plan;
 - g. Direct his/her pupils to a location not less than a distance twice the height of the building walls and keep the pupils in a single file line facing the building;
 - h. Take attendance to determine that all pupils who reported to his/her class have been evacuated from the building and report immediately to the Principal any pupil who is unaccounted for; and



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- i. When the recall signal is given, conduct his/her pupils back to the classroom.
4. Evacuation of the school in a fire drill must be conducted quickly and quietly and in an orderly fashion. Pupils must be silent, refrain from talking and running, and remain in closed, single file lines. Any pupil or staff member whose behavior disrupts the conduct of the fire drill shall be reported to the Principal and will be subject to discipline.
5. All persons in the school must leave the building during a fire drill, including all aides, visitors, volunteer workers, and all office, cafeteria, custodial, and maintenance employees, except those employees who have been assigned specific duties to be performed in the school building during a fire drill.
6. Physical education classes in progress outside the building should stop the game activity and line up in place or in their regularly assigned drill position.
7. Pupils will be instructed not to gather belongings to take outside on the fire drill. In inclement or cold weather, pupils may pick up their coats and put them on as they exit the building, provided no time is lost in that activity.
8. The office employee responsible for keeping the central attendance register, or a designated substitute, must carry the register out of the building during the drill.
9. Each Principal shall report monthly to the Superintendent on the conduct of fire drills. His/Her report will include the date, weather conditions, and time to evacuate for each drill conducted, as well as any comments that could assist in improving the conduct of future drills.
10. Every fire drill will be conducted with seriousness and with the assumption that prompt evacuation is actually required for the safety and survival of persons in the school.
11. Principals are encouraged to change the circumstances of fire drills so that staff members and pupils are subjected to various conditions and learn to respond to them quickly, constructively, and safely. Any such variations should take into account the ages and abilities of children.
 - a. One or more exits may be designated as “blocked” so that pupils are required to use alternative evacuation routes.



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Fire and Fire Drills

- b. A fire drill may be designated as a “smoke drill” so that pupils learn to avoid the hazards of smoke by walking in a low or crouching position (not a crawling position).

B. Fire

1. A school staff member who detects a fire in a school building or on school grounds shall immediately report the fire to the Parsippany-Troy Hills Fire Department in accordance with law, whether or not the fire has been extinguished.
2. The report shall be immediately relayed to the school Principal.
3. In the event of a fire in a school building, the school Principal shall immediately sound the fire alarm for the evacuation of all pupils, staff members, visitors, and volunteers.
4. Evacuation shall be conducted in accordance with the fire drill procedures established in paragraph A, except that no employee may remain in the building to perform specific duties.
5. As a precaution, the Principal will maintain a record of disabled pupils who may require special attention in the event of fire or other evacuation. Fire fighters will be promptly informed of the location and special circumstances of each such pupil.
6. As soon as practicable after the incident, the Principal shall submit a report to the Superintendent on the appropriate form.

Adopted: 22 October 2009



R 8420.2 BOMB THREATS

A. Definition

A “bomb threat” consists of a message to a school employee, regardless of the source or form or truth of the message that someone has placed or intends to place in the school an explosive device or any material that will cause harm to persons in the school or damage to school property.

B. Receipt of Bomb Threat

1. A bomb threat received by any school employee will be immediately relayed to the school Principal or the person designated to act on behalf of an absent Principal.
2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.
3. If possible, a telephoned bomb threat should be transferred to the Principal.
 - a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible and will alert a third party, to notify police.
 - b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about
 - (1) The alleged bomb (e.g., its nature, size, specific location, detonation time);
 - (2) The caller (e.g., name, location, gender, age, background, motive);
 - (3) The identity of the person who placed the bomb, if the caller denies responsibility; and
 - (4) The means by which the bomb was delivered to the site.



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C. Response

1. The Principal will immediately call:
 - a. The Police Department,
 - b. The Fire Department, and
 - c. The Superintendent's office.

2. The Principal shall determine to evacuate the school building. The evacuation will be conducted in accordance with the fire drill procedures established in Regulation No. 8420.1, with the following exceptions:
 - a. The fire drill alarm will include a building designated code to indicate that a bomb threat has been received;
 - b. Teachers will conduct a quick survey of their classrooms for any suspicious or unfamiliar object;
 - c. If the Principal determines that time permits, pupils will empty their lockers and leave them unlocked;
 - d. Teachers will leave the windows and doors of their vacated rooms open; and
 - e. Pupils will be escorted to a waiting place at least 350 feet from the school building.

3. The Principal will quickly form a search team of volunteer teachers, office and cafeteria workers, custodians, and administrators to conduct a superficial search of the entire school premises.
 - a. Searchers will examine the portions of the building with which they are most familiar. Particular attention will be given to stairways and hallways near building entrances and to any sign of a forced entry into the school.
 - b. No walkie-talkie or other radio transmission device shall be used in the conduct of the search.



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- c. Each searching party will report back to the Principal the results of its survey.
 - d. Any suspicious or unfamiliar object will be immediately reported to the Police Department, which will send a bomb disposal unit to the school. Any such object shall not be touched or disturbed in any way by a school employee.
4. If an object is reported to the Police Department and the school has not already been evacuated, the school shall be immediately evacuated in accordance with the evacuation procedures set forth in C2.
5. If the search team finds no suspicious or unfamiliar object or after the bomb disposal unit removes the object, the Principal will sound the recall signal to bring pupils back into the school building. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and pupils dismissed.
6. All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.
7. In the event an explosion occurs, school officials and staff members will respond in accordance with procedures in Regulation No. 8420.3.
8. The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.

Adopted: 22 October 2009



R 8420.3 NATURAL DISASTERS AND MAN-MADE CATASTROPHES

A. Definitions

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

B. Procedures

1. The Principal of each school building is responsible for responding quickly and reasonably to all natural disasters and man-made catastrophes. The Principal’s primary goal in any emergency is the protection of the pupils and staff members assigned to his/her building.
2. The Principal shall cooperate with local law enforcement officers, civil defense agencies, and other appropriate authorities.
3. All reasonable efforts will be made to predict or anticipate the occurrence of a natural disaster or man-made catastrophe and to take such steps in advance as may be necessary to protect pupils and staff and, if possible, school property.
4. Any school employee who detects or suspects a natural disaster or man-made catastrophe shall immediately notify the Principal, who shall immediately evaluate and/or verify the report. The Principal shall report an impending disaster or catastrophe to the Superintendent and the appropriate police or civil authority.
5. If necessary and prudent, the school will be evacuated in accordance with the fire drills procedures set forth in Regulation No. 8420.1. The alarm for a disaster or catastrophe will be a building designated signal.
6. Until their pupils are sent home or they are otherwise excused from their duties, classroom teachers will attend to the needs of the pupils assigned to them. Other teaching staff members and support staff members will report to the Principal or their immediate supervisor for direction. The following personnel should be prepared to take the actions indicated at the direction of the Principal.



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Natural Disasters and Man-made Catastrophes

- a. The school nurse will set up a station for the treatment of injuries and caring for injured and shocked persons until transportation to hospital facilities is available.
 - b. The head custodian will survey the damage, if any, done to essential school building services, such as electrical, gas, water, and fuel. He/She will report any such damage to the Principal along with any recommendations for repair or substitution.
 - c. The cafeteria manager will assess food and water inventories and establish procedures for supplying such food and water as may be required by persons in the school or the school shelter.
7. If the school cannot or should not be re-entered, parents will be notified and pupils will be sent home as follows:
- a. Pupils who ordinarily walk to school will be excused,
 - b. Pupils who ride school buses will be excused as soon as bus transportation is available,
 - c. The Principal may arrange for private vehicle transportation.
8. Pupils who cannot be sent home safely shall be sheltered in a safe place in the school or in the place designated for out-of-school shelter in the school evacuation plan. A teaching staff member will be assigned to supervise any such pupils until they can be transferred to the parent or responsible adult designated by the parent.
9. Parent(s) or legal guardian(s) will be informed of the school's response to the disaster or catastrophe by implementation of the parent call chain established pursuant to Regulation No. 8420. Reasonable efforts will be made to inform parent(s) or legal guardian(s) promptly of the nature of the emergency and to assure them of their children's safety.
10. The Principal, other administrators, and all school staff members will strive to discharge their responsibilities calmly, intelligently, and prudently.



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11. The Principal will make a written report to the Superintendent on the nature of the emergency, the actions taken in response to the emergency, and the outcome of those actions. The report will detail, as necessary, the actions of specific staff members and make such recommendations for commendation or discipline as may be appropriate.

Adopted: 22 October 2009



R 8420.4 KIDNAPPING

A. Definition

1. A person is a victim of kidnapping:
 - a. When a person is unlawfully removed from the school or school grounds;
or
 - b. When a person is unlawfully confined with the purpose of holding the victim for ransom, reward, as a shield, or hostage; or
 - c. When a person is unlawfully removed from the school or school grounds or a substantial distance from where he or she is found in school or on school grounds; or
 - d. When a person is unlawfully confined for a substantial period of time with any of the following purposes:
 - (1) To facilitate commission of a crime or flight thereafter, or
 - (2) To inflict bodily injury on or terrorize the victim.

B. Procedures

1. The following procedures shall be implemented in the event there is reason to believe a pupil has been kidnapped. The Building Principal or designee will:
 - a. Immediately notify the Superintendent of Schools;
 - b. Check school records to determine whether there is a legal custody issue;
 - c. Contact the pupil's parent(s) or legal guardian(s); and
 - d. Notify the local law enforcement agency.

The Building Principal or designee will be prepared to provide law enforcement authorities information about the pupil (to the extent possible) including: a physical description of the pupil; any photograph of



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the pupil; information regarding known friends of the pupil; the names of any potential witnesses to an abduction; a description of an abductor; and other information that may be helpful to law enforcement in locating the pupil.

2. The Building Principal or designee will alert school staff to the possible kidnapping and solicit staff assistance in obtaining information that may be helpful to law enforcement in locating the pupil.
3. The administrative staff will encourage all staff members remain calm to prevent panic.

Issued: 22 October 2009



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Asbestos Release
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R 8420.5 ASBESTOS RELEASE

The Board of Education recognizes certain buildings in the school district may contain asbestos. The Board and school staff members have implemented the necessary safety measures to eliminate the possibility of asbestos fiber release episodes to ensure the safety of all building occupants. The district maintains an Asbestos Management Plan as required by the Asbestos Hazard Emergency Response Act (AHERA). The following procedures shall be implemented in the event of an inadvertent disturbance that causes an asbestos fiber release episode in a school district building.

Procedures

1. The area where the fiber release may have occurred shall be immediately evacuated;
2. The building's heating, ventilating, and air conditioning system shall be shut down;
3. The area where the fiber release may have occurred shall be sealed off and doors shall be closed;
4. The Superintendent and building maintenance supervisor shall be immediately contacted;
5. The names of all persons who were in the area where the fiber release may have occurred shall be recorded and maintained in separate file;
6. The Building Principal or designee shall communicate to the parents/legal guardians of pupils, staff, and other occupants of the building as necessary; and
7. The school district shall take such action as necessary depending on whether asbestos fibers were released.

Issued: 22 October 2009



R 8420.6 ACCIDENTS TO AND FROM SCHOOL

The Board of Education recognizes that school staff and/or school pupils may be involved in an accident on their way to or on their way home from school. The school district or school building, depending on the circumstances, will follow these procedures, when practical, in the event there is an accident involving a school staff member or pupil who is on their way to or on their way home from school.

Procedures

1. The person receiving notice of an accident shall immediately contact police, fire, or rescue department as appropriate. In the event the person receiving notice of such accident is a pupil, the pupil shall immediately notify the Building Principal or designee. In the event the person receiving notice is a school staff member, the staff member shall notify the Building Principal or designee, or their immediate supervisor after contacting police, fire, or rescue department as appropriate.
2. The Building Principal or designee, or the immediate supervisor, shall immediately contact the Superintendent of Schools.
3. The Building Principal or designee, or the immediate supervisor, shall notify the parent(s) or legal guardian(s), spouse, or individual identified on the emergency card as appropriate.
4. In the event the police, fire, or rescue department is aware of the accident when the district is notified of the accident, the Building Principal or designee, or the immediate supervisor shall continue to attempt to notify the parent(s) or legal guardian(s), spouse or individual identified on the emergency card as appropriate.
 - a. If the parent(s) or legal guardian(s), spouse or individual identified on the emergency card, is unavailable, the Building Principal or designee, or the immediate supervisor shall discuss the situation, as appropriate, with an associate at the place of employment of the parent(s) or legal guardian(s), spouse, or emergency contact.
 - b. If contacts are unsuccessful, the Building Principal or designee, or the immediate supervisor will attempt to contact relatives, neighbors, or faith-based institutions, as appropriate.
5. The school district may send a staff member to the scene of the accident, if appropriate.

Issued: 22 October 2009



R 8431 TOXIC HAZARD PREPAREDNESS PROGRAM

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

1. The Toxic Hazard Preparedness (THP) Officer should obtain municipal tax maps of the area within the survey zone and mark on the maps the location of each facility that is potentially dangerous: chemical plants, waste treatment plants, industrial plants, dumps, storage yards, hazardous waste disposal sites, and so forth.
2. The THP Officer should contact county health departments and the fire and police departments in municipalities within the survey zone to determine which, if any, have completed a plan for emergency response to industrial accidents.
3. The THP Officer should contact the county health department and local fire and police departments and solicit their cooperation in determining the facilities that may pose a danger to one or more district schools.
4. The THP officer may obtain information regarding compliance with the Worker and Community Right to Know Act by calling 609-984-3219. Information regarding compliance with the Toxic Catastrophe Prevention Act may be obtained by calling the project office at 609-984-3641. A copy of a facility's environmental survey may be requested by written request to:

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

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



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Toxic Hazard Preparedness Program

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

Issued: 22 October 2009



R 8441 CARE OF INJURED AND ILL PERSONS

A. Immediate Attention

These regulations apply when a person--pupil, staff member, or visitor--on school premises or in the course of a school-sponsored event or field trip is injured or becomes suddenly ill. The school staff member or other responsible adult present who takes charge should act quickly but not hastily.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal. The report may be made directly (over an intercom) or by another adult or by a pupil messenger.
2. If it is clearly evident that the illness or injury is serious, emergency medical assistance shall be immediately summoned by telephone call to 911.
3. The victim shall be examined for breathing obstructions, bleeding, and broken bones.
4. The victim shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem such as diabetes or epilepsy.
5. The victim will not be moved, except as may be absolutely necessary to remove the person from a dangerous environment. If necessary, furniture or equipment will be moved to permit space around the victim.
6. The victim should be made as comfortable as possible, without moving him/her, by loosening binding clothing and providing warm coverings.
7. No food or liquid should be given to the victim except on the orders of a health professional.
8. The victim should be calmed with assurances that he/she is receiving or is about to receive aid.



B. Emergency First Aid Procedures

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

1. ALLERGIC REACTIONS

The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.

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

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

2. BLEEDING, SEVERE

a. Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.

b. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.

c. Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.

d. A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.

3. BREATHING OBSTRUCTION

a. Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately.



Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.

- b. Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.
- c. If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.
- d. If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.

4. BURNS, MAJOR

The victim has sustained a second- or third-degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.

- a. If the burn was caused by exposure to a chemical,
 - (1) Flush the affected area under cool running water for at least fifteen minutes;
 - (2) Apply any first aid measures specified on the chemical container;
 - (3) Cover the burn with a cool, wet dressing; and
 - (4) Take the victim to hospital emergency services.
- b. If the burn is a second degree burn that covers an area less than two or three inches across,
 - (1) Rinse the burn with cool water and gently wash and rinse the burned area;
 - (2) Spray with an antiseptic spray and cover with a sterile dressing;
 - (3) Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and



- (4) Do not break blisters to avoid the risk of infection.
- c. If the burn affects an area more than two or three inches across or is a third degree burn,
 - (1) Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and
 - (2) Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.

5. CONCUSSION

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

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

6. CONVULSION OR SEIZURE

- a. Protect the victim from self-injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.
- b. Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. Do not attempt to put anything in the victim's mouth or try to force open the victim's clenched jaws.
- c. Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.
- d. If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.



- e. If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.
- f. Record time and duration of seizure, presence of aura, if any, pulse, respirations and skin color.

7. INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger, vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;

- a. Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness. Do not put anything in the victim's mouth.
- b. If after symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.

8. DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.

9. HEAT EXHAUSTION

The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.

- a. The victim should lie down with his/her head lower than the body.
- b. The victim should be protected from chilling.
- c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.



10. POISONING

- a. Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.
- b. If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.
- c. Do not give the victim anything by mouth unless you have been told to do so by trained help or the Poison Control Center. This includes water, milk, syrup of ipecac and activated charcoal.
- d. Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.

11. SHOCK

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

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

C. Routine First Aid Care

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



1. ABDOMINAL PAIN

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

2. ABRASIONS AND LACERATIONS

- a. Wash area gently with bland soap and cool water, rinsing carefully.
- b. Apply an approved antiseptic.
- c. Cover area with a light protective adhesive bandage.

3. BITES and STINGS

- a. A wound resulting from the bite of an animal--dog, cat, hamster, mouse--should be treated as follows:
 - (1) Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.
 - (2) Call parent and advise them to report the bite to proper authorities and obtain medical treatment.
 - (3) If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.
 - (4) Attempt to identify and capture animal.
- b. A wound resulting from the bite of a human being should be washed and treated by a physician.



- c. A bee sting should be treated as follows:
- (1) Remove the stinger by scooping it out of the skin.
 - (2) Apply an ice pack or flush with cold water.
 - (3) Apply calamine lotion or cream to ease itching and swelling. Benadryl and epinephrine auto injectors are to be kept available to be used on an emergency basis under physician's directive.
 - (4) If severe allergic reaction occurs, take the victim to hospital emergency services.
- d. Tick Bites
- (1) Grab the tick by its mouth or head as close to the skin as possible with tweezers or a tick-removing device. Try to avoid pinching the tick.
 - (2) Lift the tick straight out without twisting or squeezing its body. If you lift the tick until the victim's skin tents and wait for several seconds, the tick may let go.
 - (3) Wash the bite with running water (and soap if available).
 - (4) See a healthcare provider if you are in an area where Lyme disease occurs. If possible, place the tick in a plastic bag and give it to the healthcare provider.

The following are the wrong actions to take when trying to remove a tick:

- Do not use petroleum jelly.
- Do not touch the tick with your bare hands.
- Do not use fingernail polish.
- Do not use rubbing alcohol.
- Do not use a hot match.
- Do not use gasoline.
- Do not twist or jerk the tick.



4. BLISTERS (other than those caused by burns)
 - a. Apply a light protective bandage.
 - b. Do not break; allow tissues to absorb fluid.
 - c. If blister ruptures, wash with antiseptic and water and apply sterile dressing.
5. BOILS
 - a. Apply dry dressing.
 - b. If boil has erupted, cleanse area and apply sterile dressing.
6. BRUISES
 - a. Apply cold compresses or ice to bruised area.
 - b. If bruise is black eye, examine pupil's eye and check victim for head injury.
7. BURNS, MINOR
 - a. Cool burned area under cold running water or with application of cold compress.
 - b. Encourage victim to drink fluids.
8. DIARRHEA
 - a. Take the victim's temperature.
 - b. Call parent(s) or legal guardian(s)
9. DISLOCATIONS
 - a. Apply ice or cold compress.
 - b. If possible, e.g., in the dislocation of a finger joint, apply a splint.
 - c. Notify pupil's parent(s) or legal guardian(s)
 - d. Take victim to hospital emergency services or a doctor's offices.



10. EARACHE

- a. Check victim's temperature and examine ear.
- b. Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.
- c. Call parent(s) or legal guardian(s)

11. FAINTING

- a. Recline victim to lying position on his/her back. Loosen clothing for comfort.
- b. Check victim for pulse rate and breathing; if necessary, apply CPR.
- c. Permit victim to recover slowly.
- d. If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.

12. FOREIGN OBJECTS

- a. If the object is in the eye,
 - (1) Wash hands and examine the inner surface of the lower lid by pulling lid gently down.
 - (2) Remove object with slightly moistened swab.
 - (3) If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.
 - (4) Eye may be flushed with clean running water to dislodge object.
 - (5) If object remains, take victim to hospital emergency services or doctor's office.



- b. If the object is in the ear,
 - (1) Use tweezers to remove any soft object that is clearly visible.
 - (2) Tilt the victim's head so that affected ear is downward and gently shake the victim's head.
 - (3) Place oil in ear only to immobilize an insect in the victim's ear.
 - (4) If object remains, take victim to hospital emergency services or doctor's office.
- c. If the object is in the nose,
 - (1) Use tweezers to remove any soft object that is clearly visible.
 - (2) Have victim gently blow his/her nose once or twice to attempt to dislodge the object.
 - (3) If object remains, take victim to hospital emergency services or doctor's office.
- d. When a foreign object has been swallowed or is in the victim's air passages,
 - (1) Apply the Heimlich maneuver.
 - (2) Remove victim to hospital emergency services.

13. FRACTURES

- a. When the fracture is simple (no wound or break in skin),
 - (1) Support the fracture with a splint or bandage, as required.
 - (2) Apply ice to affected area.
 - (3) Take the victim to hospital emergency services or a doctor's office.



- b. When the fracture is compound (punctures the skin),
 - (1) Take measures to stop the bleeding and apply a protective dressing to the wound.
 - (2) Provide support but do not move or handle the injured part until the bone has been splinted.
 - (3) Summon the ambulance and keep victim warm and comfortable.
- c. When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,
 - (1) Do not move the victim; be careful to keep neck in alignment with the rest of the spine.
 - (2) Control any bleeding with gentle direct pressure.
 - (3) If it is absolutely necessary to move victim (to remove him/her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.
 - (4) Summon an ambulance to take the victim to hospital emergency services.

14. HEADACHE

- a. Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.
- b. Take victim's temperature.
- c. Have victim rest for ten minutes.
- d. Offer fluid and apply ice pack to back of head.
- e. In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s)



15. MENSTRUAL DISCOMFORT

- a. Have victim rest and apply heating pad for thirty minutes.
- b. If a physician's permission has been given, administer analgesic.
- c. If pain is severe, notify parent(s) or legal guardian(s)

16. NOSEBLEEDS (not associated with head injury)

- a. Have victim sit with head angled slightly forward so that blood cannot run back into the throat.
- b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.
- c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.
- d. If bleeding stops, gently remove packing after thirty to sixty minutes.
- e. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.

17. POISON IVY, OAK, SUMAC

- a. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.
- b. After rash appears, apply calamine lotion to lessen itching and burning.
- c. Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.

18. SORE THROAT

- a. Check victim's temperature.
- b. Observe throat for infection, redness, swollen tonsils, and the like.
- c. If fever or complicating symptom is present, notify parent(s) or legal guardian(s)



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Care of Injured and Ill Persons

19. SPLINTERS

- a. Cleanse area with soap and water, followed by alcohol.
- b. Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.
- c. If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).

20. SPRAIN

- a. Eliminate all stress on the injured part.
- b. Keep the area raised, elevated on a pillow or sling.
- c. Apply ice pack or cold compresses to the injured part to keep swelling down.
- d. Bandage with elastic bandage for support.
- e. Notify parent(s) or legal guardian(s).

21. TEETH

- a. Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.
- b. If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.
- c. If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).
- d. A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.

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

Adopted: 22 October 2009



R 8451 CONTROL OF COMMUNICABLE DISEASE

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



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Control of Communicable Disease

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



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

B. Exclusion From School

1. A pupil who exhibits any of the symptoms described in A2 or whose condition suggests the presence of a communicable disease as described in A3 or A4 will be sent to the school nurse's office. The teacher will ensure that the pupil is accompanied by an adult or a responsible pupil.
2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the pupil is sent for medical assessment.



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3. The school nurse will examine the pupil and, in consultation with the school medical inspector if the pupil's condition so indicates, recommend to the Principal the pupil's exclusion from school for medical reasons.
 4. In the event neither the school nurse or the school medical inspector is available to be consulted about the pupil's condition, the Principal may determine to exclude the pupil from school.
 5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and requested to come to school to fetch the pupil. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be supervised at all times by a school staff member.
- C. Readmission to School
1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence that he/she is free of communicable disease.
 2. Evidence that a pupil is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the pupil.
- No pupil who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.
- D. Reports
1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.
 2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the County Board of Health.



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Control of Communicable Disease

3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parent(s) or legal guardian(s) of pupils in his/her class that a pupil in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parent(s) or legal guardian(s) may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

Adopted: 22 October 2009



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Reporting Violence, Vandalism, Harassment,
Intimidation, Bullying, Alcohol,
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M

R 8461 REPORTING VIOLENCE, VANDALISM, HARASSMENT, INTIMIDATION, BULLYING, ALCOHOL, AND OTHER DRUG OFFENSES

Any school employee who observes or has direct knowledge from a participant or victim of an act of violence; including harassment, intimidation, and bullying; vandalism; or the possession or distribution of alcohol or other drugs on school grounds, and any school employee who reports a student for being under the influence of alcohol or other drugs, according to the requirements of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3, shall file a report describing the incident to the school Principal, in accordance with N.J.S.A. 18A:17-46. The report shall be on a form to include all of the incident detail and offender and victim information that are reported on the Student Safety Data System (SSDS). A report alleging an incident of harassment, intimidation, or bullying shall be made in accordance with the provisions of N.J.S.A. 18A:37-13.1 and Policy 5512.

- A. Reporting Violence; Including Harassment, Intimidation, and Bullying; Vandalism; and Alcohol and Other Drug Offenses.
1. For each incident report of violence; including harassment, intimidation, and bullying; vandalism; and alcohol and other drug offenses, the Principal shall:
 - a. Review the incident report for accuracy in indicating the incident type, offender information, victim information, student demographics, and incident location;
 - b. Forward a copy of the incident report to the Superintendent; and
 - c. Notify the Superintendent of the action taken regarding the incident.
 2. The Board shall not discharge or subject to any manner of discrimination any school employee who files a report pursuant to N.J.A.C. 6A:16-5.3.
 3. The majority representative of the school employees' bargaining units shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:17-46.
 - a. Personally identifying information may be provided to the majority representative of the school employees' bargaining units only in instances when school administrators have reason to believe that the safety of a school staff member is at risk.



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B. Reporting Requirements

1. The Superintendent shall:

- a. Submit a report to the New Jersey Department of Education in accordance with the provisions of N.J.S.A. 18A:17-46 of each incident of violence, including harassment, intimidation, and bullying, vandalism and alcohol and other drug offenses in the school district utilizing the SSDS;
 - (1) The reports shall be submitted twice each school year, once for all incidents occurring between September 1 and January 1 and once for all incidents occurring between January 1 and June 30, and shall include, at a minimum, all information pursuant to N.J.S.A. 18A:17-46;
 - (2) Prior to submission, the Superintendent shall verify the accuracy of the reported information;
 - (3) The grade regarding the harassment, intimidation, and bullying efforts of each school and each school district shall be posted on the homepage of the school district's website, in accordance with the guidelines promulgated by the Commissioner of Education pursuant to N.J.S.A. 18A:17-46.
- b. Provide for annual training of staff to prepare them to fulfill the reporting requirements set forth in N.J.A.C. 6A:16-5.3.

C. Hearing Requirements

The Superintendent shall report to the Board all acts of violence, including, harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses that occurred during the previous reporting period, in accordance with the provisions of N.J.S.A. 18A:17-46.



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- D. Knowingly Falsifying the Annual Report on Violence and Vandalism Required Under N.J.S.A. 18A:17-46
1. Whenever it is alleged a school employee has knowingly falsified reported information on acts of violence or vandalism, or any incident included in the annual report on violence and vandalism, the Board shall make a determination regarding whether the employee committed the act.
 2. Any employee alleged to have knowingly falsified reported information shall be notified in writing of such allegation and shall be entitled to a hearing before the Board.
 3. Upon a determination by the Board that an employee has knowingly falsified reported information, the Board shall take appropriate disciplinary action.

The Board of Education shall submit and implement corrective action plans for high incidences of violence, vandalism, or alcohol or other drug abuse upon notification by the Commissioner of Education.

Issued: 22 October 2009

Revised: 12 January 2012

Revised: 21 March 2019



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Reporting Potentially Missing or Abused Children

M

R 8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

A. Definitions

1. An “abused child” as defined in N.J.S.A. 9:6-8.9, is a child under the age of eighteen years whose parent(s) or legal guardian(s), or other person having his/her custody or control:
 - a. Inflicts or allows to be inflicted upon such child physical injury by other than accidental means which causes or creates a substantial risk of death, or serious or protracted disfigurement, or protracted impairment of physical or emotional health or protracted loss or impairment of the function of any bodily organ;
 - b. Creates or allows to be created a substantial or ongoing risk of physical injury to the child by other than accidental means which would be likely to cause death or serious protracted disfigurement, or protracted loss or impairment of the function of any bodily organ;
 - c. Commits or allows to be committed an act of sexual abuse against the child;
 - d. Or a child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his/her parent(s) or legal guardian(s), or such other person having his/her custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food, clothing, shelter, education, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so or (2) in providing the child the proper supervision or guardianship, by unreasonably inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment or using excessive physical restraint under circumstances which do not indicate that the child’s behavior is harmful to himself/herself, others or property, or by any other act of similarly serious nature requiring the aid of the court;
 - e. Or a child who has been willfully abandoned by his/her parent(s) or legal guardian(s), or such other person having his/her custody and control.



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f. Or a child who is in an institution as defined under N.J.S.A. 9:6-8.21 and has been so placed inappropriately for a continued period of time with the knowledge that the placement has resulted and may continue to result in harm to the child's mental or physical well-being or has been willfully isolated from ordinary social contact under circumstances which indicate emotional or social deprivation. A child shall not be considered abused under this section if the acts or omissions described therein occur in a day school as defined in N.J.S.A. 9:6-8.21.

2. An "Intern" means a post-secondary pupil or graduate in a professional field gaining supervised practical experience.

B. Indications of Child Abuse and/or Neglect

1. The suspicion of child abuse and/or neglect may be based on the complaints of the child or on the direct observations of the employee, volunteer, or intern. A person should suspect child abuse and/or neglect when certain conditions appear to be present. The conditions may be, but are not limited to, whenever:

a. There is evidence of physical injury to a pupil not likely to have been caused by an accident, regardless of the pupil's explanation of the injury;

b. A pupil complains of having been injured or having been sexually molested, with or without external signs of physical injury;

c. A pupil appears to be malnourished;

d. A pupil's general condition indicates a persistent want of care, such as clothing inadequate for the weather, inadequate hygiene, lack of sleep, decayed and broken teeth, and the like;

e. A pupil complains of or indicates by other means that he/she has been subjected to threats or emotional abuse;

f. A pupil is excessively apprehensive, fearful, withdrawn, or aggressive;

g. A pupil is afraid to go home after school or arrives to school unreasonably early;



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Reporting Potentially Missing or Abused Children

- h. A parent or the caretaker of a child admits having abused the child;
 - i. The removal from school by the parent(s) or legal guardian(s), or other person having custody and control of the child that may be an indicator of additional grievous abuses; or
 - j. School district personnel have any other reasonable cause to believe that a child has been subject to child abuse and/or neglect or acts of child abuse and/or neglect.
- C. Notification Requirements for School District Employees, Volunteers or Interns
- 1. Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children.
 - a. The person having reason to believe that a child may be missing or may have been abused or neglected may, prior to notifying designated child welfare authorities, inform the Building Principal or designee if the action will not delay immediate notification.
 - b. The person notifying designated child welfare authorities shall inform the Building Principal or designee of the notification, if such had not occurred prior to the notification.
 - (1) Notice to the Building Principal or designee need not be given when the person believes that such notice would likely endanger the reporter or pupil involved or when the person believes that such disclosure would likely result in retaliation against the pupil or in discrimination against the reporter with respect to his or her employment.
 - 2. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.



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D. School District's Notification to Law Enforcement

1. The Building Principal or designee upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - a. Any school district or building level administrative staff member, in addition to the Building Principal, is authorized by the Board to report and notify appropriate law enforcement authorities of incidents of potentially missing, abused, or neglected child situations.
 - b. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district.
2. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

E. School District Cooperation with Designated Law Enforcement Authorities

1. The school district will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children.
 - a. Accommodations shall be made permitting the child welfare and law enforcement investigators to interview the pupil in the presence of the Building Principal or designee.
 - (1) If the pupil is intimidated by the presence of the school representative, the pupil shall be requested to name an employee, volunteer, or intern working in the school district, whom he or she feels will be supportive, and who will be allowed to accompany the pupil during the interview.
 - b. District administrative and/or supervisory staff members will assist designated child welfare and law enforcement authorities in scheduling interviews with any employee, volunteer, or intern working in the school district who may have information relevant to the investigation.



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- c. In accordance with N.J.A.C. 6A:16-11.1(a)5.iii., the district will release all records of the pupil who is the subject of the investigation that are deemed to be relevant to the assessment or treatment of a potentially missing, abused, or neglected child pursuant to N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and N.J.A.C. 6A:32-7 and allowable under the Family Education Rights and Privacy Act (FERPA), 34 CFR Part 99.
- d. In accordance with N.J.A.C. 6A:16-11.1(a)5.iv., the district will ensure the maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations is in accordance with N.J.S.A. 18A:36-19, N.J.S.A. 9:8-8.40 and N.J.A.C. 6A:32-7.
 - (1) All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required in order to cooperate in investigations pursuant to N.J.A.C. 6A:16-11.1(a)2. and 3. or by virtue of a Court Order. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the Superintendent or designee.
- e. In accordance with N.J.A.C. 6A:16-11.1(a)5.v., the district will release the pupil to child welfare authorities while school is in session when it is necessary to protect the pupil or take the pupil to a service provider.
 - (1) Such removal shall take place only after the Building Principal, or designee, has been provided, either in advance or at the time removal is sought, with appropriate documentation that the child welfare authority has already removed, or has appropriate authority to remove, the pupil from his or her home, as specified in N.J.S.A. 9:6-8.27 through 8.30.
- f. The district will cooperate in the transfer of a pupil who has been removed from his or her home by designated child welfare authorities for proper care and protection pursuant to N.J.S.A. 9:6-8.28 and 8.29 to another school.



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- F. Due Process Rights of a School Employee, Volunteer, or Intern Named As a Suspect
1. An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights.
 2. Temporary reassignment or suspension of an employee, volunteer, or intern working in the school district named as a suspect shall occur only if there is reason to believe that the life or health of the alleged victim or other pupil is in imminent danger due to continued contact between the employee, volunteer, or intern and the pupil.
 3. All references to a notification to the designated child welfare authorities of a potential missing, abused, or neglected child situation involving a school district employee, shall be removed from the employee's personnel records immediately following the receipt of an official notice from child welfare authorities that the allegation was unfounded pursuant to N.J.S.A. 18A:6-7a.

Adopted: 22 October 2009



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R 8465 HATE CRIMES AND BIAS-RELATED ACTS

A. Definitions

1. A hate crime is any criminal offense where the person or persons committing the offense acted with a purpose to intimidate an individual or group of individuals because of race, color, gender, disability, religion, sexual orientation, or ethnicity.
2. A bias-related act is an act directed at a person, group of persons, private property, or public property that is motivated in whole or in part by racial, gender, disability, religion, sexual orientation, or ethnic prejudice. A bias-related act need not involve an act that constitutes a criminal offense. All hate crimes are also bias-related acts, but not all bias-related acts will constitute a hate crime.

B. Procedure For Reporting Hate Crimes

1. A school employee will notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A hate crime has been committed or is about to be committed on school property; or
 - b. A hate crime has been or is about to be committed by any pupil, whether on or off school property and whether or not such offense was or is about to be committed during operating school hours; or
 - c. That a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on school property or during school hours.
2. The Building Principal will notify the Superintendent, the Parsippany-Troy Hills Police Department and Bias Incident Officer for the county prosecutor's office.
3. The Principal and the Superintendent shall notify the Parsippany-Troy Hills Police Department and the county prosecutor's office immediately if there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a pupil or there is otherwise reason to believe that a life has been or will be threatened.



C. Procedure For Reporting Bias Incidents

1. A school employee should immediately notify the Building Principal whenever the school employee, in the course of his/her employment, develops reason to believe that:
 - a. A bias-related act has been committed or is about to be committed on school property; or
 - b. A bias-related act has been or is about to be committed by any pupil, whether on or off school property and whether or not such bias-related act was or is to be committed during school hours.
2. The Building Principal will notify the Superintendent and the Parsippany-Troy Hills Police Department.
3. In deciding whether to refer the matter of a bias-related act to the Parsippany-Troy Hills Police Department or the county prosecutor's office, the Building Principal and the Superintendent, should consider:
 - a. The nature and seriousness of the conduct; and
 - b. The risk that the conduct posed to the health, safety and well-being of any pupil, school employee or member of the general public.
4. The Building Principal will consult with the Superintendent and should consider:
 - a. That the police department or the county prosecutor's office may possess, or have access to, other information that could put the suspected bias-related act in proper context, which could shed light on the motivation for the act or some other unsolved hate crime; and
 - b. The possibility that the suspected incident could escalate or result in some form of retaliation that might occur within or outside school property.



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D. Nature of Referral

1. The mandatory referral for suspected or committed hate crimes and the presumptive referral for suspected or committed bias-related acts as described in the regulation is only a request to the law enforcement agencies to conduct an investigation and is nothing more than the transmittal of information which may be pertinent to any such law enforcement investigation.
2. Any referral in accordance with this regulation is not an accusation or formal charge.
3. Any referral pursuant to this regulation is predicated on the basis of reasonable suspicion, which is less than probable cause, less than the proof sufficient to sustain an adjudication of delinquency or a finding of guilt in a court of law and less than the proof sufficient to justify the imposition of school discipline.
4. All doubts by school officials should be resolved in favor of referring a matter to the Parsippany-Troy Hills Police Department or the county prosecutor's office.

E. Concurrent Jurisdiction

1. Unless the Parsippany-Troy Hills Police Department or the county prosecutor's office request otherwise, the school district may continue to investigate a suspected hate crime or bias-related act occurring on school property and may take such actions as necessary and appropriate to redress and remediate any such acts.
2. The school officials will discontinue the in-school investigation if the Parsippany-Troy Hills Police Department or the county prosecutor's office believe the school investigation could jeopardize an on-going law enforcement investigation or otherwise endanger the public safety.

F. Preservation of Evidence

1. School officials will secure and preserve any such graffiti or other evidence of a suspected hate crime or bias-related act pending the arrival of the Parsippany-Troy Hills Police Department or the county prosecutor's office.



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2. The school officials, when feasible, will cover or conceal such evidence until the arrival of the Parsippany-Troy Hills Police Department or county prosecutor's office in a manner designed to minimize the harm and continued exposure to pupils by such evidence, but that will not permanently damage or destroy such evidence or otherwise limit its utility in an ongoing investigation or prosecution.
3. The Parsippany-Troy Hills Police Department and/or the county prosecutor's office will photograph or otherwise document the location and content of any such graffiti or other bias-based evidence as soon as possible, so that the graffiti or other evidence may be removed or eliminated at the school district's earliest opportunity.

Issued: 22 October 2009



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R 8467 WEAPONS

A. Definitions

“Weapon” includes:

1. Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.
2. Components that can be readily assembled into a weapon.
3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.
4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.
5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.
6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.
7. Billies, blackjacks, bludgeons, metal knuckles, sandclubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.
8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.



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9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.
 10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.
- B. Confiscation
1. A school employee who confiscates any weapon shall immediately notify the school Principal.
 2. The Principal shall immediately notify the Chief of Police of the Parsippany-Troy Hills Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.
 3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.
 - a. The Principal shall place the weapon in a box or container.
 - b. The Principal shall record or cause to be recorded on the container or on a document attached to the container,
 - (1) A description of the weapon;
 - (2) The name and signature of the person who confiscated the weapon;
 - (3) The date, time, and place the weapon was confiscated;
 - (4) The circumstances under which the weapon was confiscated; and
 - (5) The name of the pupil or staff member believed to be in possession of the weapon when it was confiscated.
 - c. The container will be placed in a secure location under lock and key and under the Principal's direct control.



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



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3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.

D. Removal of Pupils from Educational Program

1. A pupil convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a pupil committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
2. A pupil who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.
3. Removal of a pupil for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.
4. The Building Principal will immediately notify the pupil's parent(s) or legal guardian(s) if the pupil is found to be in possession of a firearm on school property or if a pupil commits an assault upon members of the school community with a weapon other than a firearm on school property.

Issued: 22 October 2009



R 8468 CRISIS RESPONSE

In responding to a crisis situation, the school administration and staff shall implement the following procedures:

A. LEVEL I - Threat Situation

In the event of an overt threat to an individual:

1. Anyone becoming aware of such a threat shall, without delay, report the nature of this threat, and any details known about the threat to the Building Principal or their immediate supervisor.
2. The administrator/supervisor, upon receipt of such a report, shall isolate and contain the individual(s) reported to have made said threat. Such action is to be taken only if it is possible to do so without further jeopardizing the safety of the individual threatened, or any other individual on the school premises.
3. If the physical safety of any individual is, or might be jeopardized by an attempt to isolate or contain the individual in question, the local law enforcement authorities shall be contacted for their assistance.
4. Whenever possible, the building supervisor or administrator shall cause any and all other individuals present to be removed from the immediate and surrounding location, to a place of safety.
5. In those instances in which weapons, and/or potentially dangerous materials are discovered to be involved, the local law enforcement authorities shall immediately be notified in accordance with Policy and Regulation Nos. 5611 and 8467.
6. The building administrator or supervisor shall, at earliest opportunity, report to the Superintendent the existence of any crisis situation, the status of that situation and any action contemplated or taken by the building administrator.
7. In the absence of an imminent threat to any individual(s) (such as those outlined in #3 or #5 above), the Superintendent may choose to consult with others in determining an appropriate response to the threat situation; e.g., Board Attorney, administrator in whose school the threat has occurred. The Superintendent may also:



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- a. Convene a meeting of the Crisis Team and/or any members of that Team for consultation regarding an appropriate course of action.
 - b. Direct the administrator to:
 - (1) Contact the parents of the individual(s) involved, and require their immediate presence at school to discuss the nature of the threat.
 - (2) Immediately suspend the pupil(s) from school, pending further action.
 - (3) When applicable, place suspended pupil(s) on Homebound Instruction, pending evaluation by the Child Study Team.
 - (4) If deemed necessary, report the incident to the local police authorities.
 - c. In instances in which weapons have been involved, initiate suspension or expulsion proceedings in accordance with Policy and Regulation No. 5611.
8. Upon resolution of a Level I situation, counseling services may be provided to individual(s) who have been adversely affected. Such services may be made available through the Guidance Department, Child Study Team or through a referral to an outside agency.
9. The Superintendent or his/her designee, shall report to the Board concerning the relevant details of the Level I crisis situation; specifically, those actions contemplated or taken, and the resultant outcome.

B. Level II - Crisis in Progress

During the commission of an act of terrorism, hostage situation or other violence, the jurisdiction of the local/State Police authority is recognized.

1. Aware that such an act is in progress, the administrator shall, without delay, notify the local, state or county law enforcement authorities.
2. The school shall place at the disposal of the law enforcement authorities, all personnel and information that might be supportive and useful in resolving the crisis.



3. The Crisis Team may be immediately convened.
4. The Crisis Team may be briefed on the status of the situation, and will act in an informational and advisory capacity to the Superintendent or his/her designee, and local enforcement agency during the crisis.
5. The Crisis Team members will provide assistance and services as needed to help maintain order. Efforts should also be directed toward generating a sense of control in pupils, staff and members of the community.
6. The Superintendent or his/her designee, shall act as the primary disseminator of information to the press, public and staff concerning the ongoing crisis. He/she may elect to consult with the local, state or county law enforcement authorities and/or Crisis Team in determining the nature and extent of information to be released. Consideration shall be given to the possible effects the release of information might have on:
 - a. The safety of individuals immediately involved in the situation;
 - b. The reactions or interpretation of the staff, pupils or community;
 - c. The effect upon law enforcement efforts to resolve the crisis.

C. Level III - Aftermath

Upon resolution of a Level II situation, the Crisis Team shall convene to determine the status of the student body, staff and community; and to determine the steps needed to reestablish a normalized psychological/social environment.

1. The Crisis Team shall consider and make recommendations concerning:
 - a. Individuals who are in need of referral to in-school counseling services;
 - b. Individuals who need to be referred to agencies or private counselors;
 - c. Steps to be taken by staff in dealing with pupil questions, concerns and fears related to the crisis. To accomplish this, a faculty meeting of the entire staff shall be held as soon as time and circumstances allow;



- d. Information to be provided to the classroom teacher which may be shared with pupils with the objective of reducing fear, rumor, and promoting a calming and healing atmosphere;
 - e. Debriefing opportunities for staff members who have questions, concerns and fears related to the crisis;
 - f. Directions to the staff regarding appropriate/inappropriate media contact.
2. The Crisis Team shall:
 - a. Review the crisis policy and procedures currently in effect;
 - b. Make suggestions to the Superintendent or his/her designee, for modifications in policy and procedures which have potential for dealing with future incidents.
 3. The Superintendent or his/her designee, shall communicate to the Board of Education, information concerning the resolution of the crisis situation, details of actions contemplated or taken and recommendations for changes in policy or procedure.
 4. Individuals who are members of the pupil population, and are found to be culpable in the commission of any threat or act as indicated above, shall be subject to:
 - a. Criminal law pertaining to such acts and individuals.
 - b. The civil law pertaining to such acts and individuals.
 - c. New Jersey Education Law and Codes (Regular or Special Education) as they pertain to such acts and individuals.

Issued: 22 October 2009



R 8470 STRIKE EMERGENCIES

- A. Strike Preparedness
- B. Daily Activities During a Strike
- C. Verification of Staff Absences
- D. Recruitment and Appointment of Substitute Teachers
- E. Duties of Substitute Teachers
- F. Pupil Transportation During a Strike

These regulations will be distributed to the following staff members only:

These regulations are to be considered confidential and must be secured by the staff member to whom they have been distributed, except that excerpts may be copied for the use of other staff members assigned to the maintenance of district operations. Each responsible administrator must be thoroughly familiar with the regulations for strike emergencies.

- A. Strike Preparedness
 - 1. A team will be established to gather and assess information regarding the possibility of a strike and the impact of any potential strike on district operations. The team will include appointed administrators and other reliable staff members. Team size and membership will depend on the size and polarization of the faculty. The team will be directed to:
 - a. Gather information from employees, association representatives, the central office, and other reliable sources;
 - b. Inquire into the experience of administrators in neighboring school districts in which strikes have occurred;
 - c. Evaluate strike and prestrike activities carefully;
 - d. Anticipate the degree of strike participation and preparation by both teaching and support staff members;



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- e. Anticipate the nature and extent of support that nonstriking employees will provide to striking employees;
 - f. Anticipate acts of sabotage that might be perpetrated by striking employees, such as the withholding of roll books and keys, the removal of fuses from audio-visual equipment, the locking of cupboards, the destruction of film requisition forms, the disabling of district communications, and the removal of lesson plans.
2. Based on information gathered and assessed by the team, the _____ will develop counter measures for anticipated problems; such measures may include, but need not be limited to:
- a. Establishing criteria for a minimum day schedule;
 - b. An alternate method for taking pupil attendance;
 - c. The means of foiling potential acts of sabotage;
 - d. The frustration of attempts by striking employees to influence pupils to stay home and to intimidate teachers coming to school;
 - e. The use of unlisted, unmarked telephones, walkie-talkies, pay telephones, parents' or legal guardians' telephones, and messengers; and
 - f. The means of defusing confrontations between striking and nonstriking employees.
3. If a strike is anticipated, Principals will take steps to prepare for the continual operation of the facility and delivery of instructional services. Principals should:
- a. Ensure that there are at least two copies of the current curriculum guide for each subject and/or grade available in the office or other appropriate location;
 - b. Ensure that substitute teacher folders are up-to-date and provided with all necessary materials;
 - c. Establish alternate pickup points for pupils for the use of bus drivers; and



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- d. Prepare information to assist substitutes and volunteers by requiring each teacher to complete a form that includes the:
 - (1) Names and subjects of neighboring helpful teachers;
 - (2) Names of two or three responsible pupils in each section;
 - (3) Location in the room of the regular roll book, regular seating chart, paper and pencils, commonly used texts, various report forms, frequently used supplies, etc.;
 - (4) Supervision and extra curricular duties performed by the teacher;
 - (5) Names of any pupils who might be difficult to handle; and
 - (6) Information on class routines or rules that should be followed.

4. Administrators and all nonstriking employees should be made aware that striking employees may use unorthodox and shocking methods in their efforts to sway the administration and the Board and to garner public support. Experience in other school districts has shown that lies, sabotage, threats, and harassments can be expected. Nonetheless, the conduct of administrators and nonstriking employees must at all times be legal and meet high ethical and professional standards.

B. Daily Activities During a Strike

1. Principals are responsible for the operation of their school during a strike emergency. It will be assumed that the Vice Principal is designated to act in the Principal's absence unless the Principal informs the Superintendent to the contrary.
2. During a strike, district operations will be centralized in the _____ office.
3. Principals will be provided with the following special supplies for use as necessary during a strike:
 - a. Light switch keys and keys for other locks not operable by the Principal's master key and sets of keys to open classroom doors, desks, files, and cupboards;



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- b. A diagram showing all shut-off valves for water, gas, and electricity;
 - c. List of the nearest pay telephones with their locations; and
 - d. An emergency kit to be stored in a secure place and available only to the Principal and the Vice Principal. As a minimum, the kit will contain:
 - (1) Bolt cutters,
 - (2) A bull horn,
 - (3) Camera and film,
 - (4) An emergency first aid kit, and
 - (5) Items necessary for the use of audio-visual equipment such as projector bulbs, fuses, and heavy duty extension cords.
4. On every school day of the emergency Principals will:
- a. Report to school one and one-half hours before the start of classes and assign at least one custodian and one secretary to report in at this time;
 - b. Inform the _____ of any changes in substitute requirements in teaching or support staff;
 - c. Be present at the picket line when employees are entering or leaving school;
 - d. If too few cafeteria workers report to provide normal service, decide promptly, in consultation with the _____, whether to close the cafeteria, provide limited service with available cafeteria staff, or provide lunch by a catering service;
 - e. Report attendance of pupils and staff to the _____ no later than _____ a.m.;
 - f. Document all incidents and absences;
 - g. Meet briefly each day with nonstriking employees to update them on activities;



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- h. Meet daily with the Superintendent and _____; and
 - i. Submit a Daily Building Report to the Superintendent.
5. The Principal is responsible for the security of all school building keys, which should be kept in a locked place. Keys for substitutes should be carefully checked in and out daily. Lost keys must be reported immediately to the _____.
 6. The Principal will instruct strikers or disrupters who attempt to enter school grounds or harass pupils and employees that they are participating in an illegal activity. Such strikers and disrupters should be asked to leave the school grounds. Strikers and disrupters shall not be offered refreshments of any kind or allowed the use of school rest rooms.
 7. The Principal will summon law enforcement officials directly in the event of a dire and immediate emergency. All other requests for help should be directed through the centralized office.
 8. The Principal will notify the _____ directly if any part of the school facility requires immediate attention or emergency repair.
 9. The continuity of the instructional program is of paramount importance; administrators should avoid being supportive of strikers and strongly support all staff members who are working to keep the schools open.
 10. The Principal shall prepare a simple straightforward statement for release to the press. A sample statement follows:

The _____ School is currently open and classes are being held for all grades with professional staff members, both regular and substitute. We believe that teachers who desire to teach should be entitled to do so and that pupils who desire to come to school and learn are also entitled to do so. We will keep the school open as long as we can provide a safe environment. Parent(s) or legal guardian(s) are encouraged to contact the school for information and may do so by calling the designated telephone number. The _____ School will be operating on schedule until further notice. Parent(s) or legal guardian(s) are welcome to visit the school at any time and their assistance during this emergency situation will be appreciated.



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11. The Principal will forthrightly answer questions of the press related to the specific situation at his/her school. Any such answers must be confined to the facts and specifics of the situation and must not include opinions, subjective information, or rumors. A question that calls for a subjective assessment should be deflected and the questioner referred to the _____ for additional information. The following examples are illustrative.
 - a. Question: "Is there picketing at your school?"
Answer: "Yes" or "No".
 - b. Question: "How extensive is the picketing?"
Answer: " _____ (**correct number**) pickets are at the front entrance and _____ (**correct number**) are at the side entrance."
 - c. Question: "Do you anticipate trouble?" or "What kind of mood are they in?"
Answer: "I do not care to assess the situation; I refer you to the _____ for further information."
12. The Principal shall assume responsibility for opening and securing the school plant when custodial help is not available.
 - a. All doors and windows must be secured and school rooms left lighted at night with blinds open.
 - b. Pupil records, keys, substitute folders, and audio-visual equipment should be secured.
13. During the strike emergency the following standing orders will prevail:
 - a. Clerks at all schools will be placed on an eight hour day with the last shift ending at _____ p.m.
 - b. Custodians will be on duty around-the-clock.



C. Verification of Staff Absences

1. During a strike emergency only sick leave and personal emergency leave will be authorized. The Superintendent will authorize employee absences when he/she determines that the disability or personal emergency claimed by a staff member would have warranted the employee's absence under normal conditions.
2. Any employee absence occurring during the period of the strike must be substantiated by a physician's certification or other authenticating documentation acceptable to the Superintendent. If the Superintendent believes that the documentation offered by the employee is questionable, he/she may require that the employee submit to an examination by the school medical inspector to verify a claim of disability or submit additional verification of a claimed personal emergency.
3. Each unauthorized absence will result in full deduction of one day's salary for each day of absence.
4. It shall be assumed that an employee absent the first or any succeeding day of a strike will be absent the next day and each subsequent day, unless the employee reports his/her intention to return to work, by telephone call to _____ no later than _____ p.m. of the day preceding the anticipated return day.
5. If an absent employee returns to work during the strike period, but fails to inform the district in accordance with ¶C4 and a substitute teacher has been hired to fill the position, the returning teacher will not be allowed to perform his/her duties and will not be paid for that day.

D. Recruitment and Appointment of Substitutes

1. Substitutes shall be recruited and appointed by the _____.
2. The _____ may appoint a group of staff members to call substitutes.
3. Candidates for appointment as substitutes may be assigned numbers, rather than named, for their inclusion in lists and other documents distributed to callers and other administrators.



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4. Telephones with unlisted numbers will be provided for the purpose of calling substitutes. If the unlisted telephones are not installed and district telephones have been made inoperable, administrators will communicate with the centralized office and one another by walkie-talkie, pay telephone, the telephone of a cooperative parent(s) or legal guardian(s), or by messenger.
5. If the first day of the strike can be anticipated, all available substitutes will be called on the day prior to the first day of the strike and will be requested to report to specific schools the following morning. The Principal in each school will report any shortage or over-assignment of substitutes at his/her school to the _____ in the morning. Any necessary adjustments will be made as soon as possible.
6. On an unanticipated first day, available substitutes shall be called and assigned as quickly as possible and will be asked to report to school promptly. The Principal in each school will report any shortage or over-assignment of substitutes at his/her school to the _____ and any necessary adjustments will be made.
7. On all subsequent strike days,
 - a. Each Principal will call the _____ no later than _____ m. with a request for substitutes as soon as he/she can assess employee absences for the following day. The request will include the names of absent teachers, the subjects to be covered, reason for absences, and the approximate length of absence.
 - b. Callers will telephone substitutes from unlisted, unmarked telephones at a central location between the hours of _____ and _____ a.m. and _____ and _____ p.m.
 - c. When the list of substitutes is exhausted, the callers will notify the _____, who will inform Principals that any additional vacancies cannot be filled.
8. Nonstriking professional employees not regularly assigned to classrooms, such as administrators, educational services personnel, and traveling teachers, may be assigned to substitute for absent classroom teachers.



E. Duties of Substitute Teachers

1. Substitutes are responsible for covering all regularly scheduled activities of the classroom teacher including homeroom, study hall, detention hall, and cafeteria supervision, unless specifically relieved of these duties by the Principal. Substitutes will not be required to carry out extra-curricular responsibilities of the classroom teacher. Every effort shall be made to continue the regular instructional program, including the assignment of homework.
2. Substitutes should report to the Principal's office thirty minutes before homeroom starts and must remain in the school building until the end of the school day unless given permission to leave by the Principal.
3. Substitutes will carefully record pupil attendance. If regular roll sheets or seating charts are not available, substitutes will use a temporary roll sheet and seating chart for the duration of the strike.
4. Substitutes shall make a list of all assignments made and shall properly identify all written work done by pupils.
5. The name of any uncooperative or disruptive pupil should be left for the classroom teacher along with a description of the pupil's conduct.
6. At the end of the school day, substitutes shall return to the Principal their substitute folders, keys, texts, materials, roll books, and seating charts.
7. Substitutes shall refrain from discussing the strike during class periods and in the presence of pupils.
8. Substitutes will check with the office at the end of the day to determine if the regular teacher will return to service the following day.
9. Substitutes are cautioned not to release their home telephone number to anyone who requests it. Such requests should be referred to the Superintendent's office.

F. Pupil Transportation During a Strike

1. Bus drivers are expected to continue to perform their assigned duties during a strike emergency. Parent(s) or legal guardian(s) will be told to expect bus service. Scheduled field trips will be conducted if an adequate number of staff is available.



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2. In the event that district drivers do not report or do not perform their duties as scheduled, alternate busing will be arranged by the _____ with private charter lines.
3. If the school building is picketed, alternate pickup points will be established by the Principal, in consultation with bus drivers, so that pupils are not required to cross lines.
4. If a minimum day is declared, an effort will be made to have buses report at the early closing time. If this cannot be done on short notice, bused pupils will be kept in the school until the bus arrives. In anticipation of a minimum day, an alternate bus schedule will be prepared by the _____.

Issued: 22 October 2009



R 8505 LOCAL WELLNESS AND NUTRITION

To implement the Local Wellness and Nutrition Policy the district has established the following:

1. The Superintendent of Schools shall review the requirements of Policy 8505 at least once annually with the manager of the food service program to ensure compliance with the Dietary Guidelines for Americans and the USDA standards for the National School Lunch, School Breakfast and/or After School Snack programs (N.J.A.C. 2:36-1.7 (a)).
2. A copy of this policy shall be placed on the school district's web site and included in the district calendar and the elementary schools' parent handbooks.
3. The Superintendent shall meet with the School Nutrition Committee at least once annually to review the implementation of Policy 8505.
4. All meals served on single session days as part the PTA "Lunch of the Month Program" at elementary schools must comply with the Dietary Guidelines for Americans and the USDA standards for the National School Lunch, School Breakfast and/or After School Snack program and the requirements of the local health code.
5. Snacks provided by after school programs shall comply with the provisions of this policy.
6. Parents will be provided with guidelines for packing healthy lunches or snacks that pupils will bring from home for their consumption or for classroom celebrations.
7. All foods or beverages offered for individual sale to pupils, at any time during the school day, must comply with the USDA requirements for foods served to pupils.
8. Healthy food choices should be provided when foods are served at concessions at school sports events and special school activities
9. Adequate time and an appropriate location are to be provided for pupils to consume school meals.
10. Nutrition education shall be provided at all grade levels to promote healthy eating both at school and outside of school.



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11. Pupils will be provided with opportunities for physical activity during the school day.
12. The school district's curriculum shall stress the life long benefits of making sound nutritional choices and maintaining appropriate levels of physical activity.
13. The provisions of Policy 8505 and these guidelines will be reviewed annually for compliance with controlling State and federal regulations.

Issued: 22 October 2009



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Abolished May 12, 2016



R 8600 PUPIL TRANSPORTATION

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1. 4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

The driver of a school bus represents an extension of authority of the school and is in complete charge of the bus with regard to pupil behavior in or about the vehicle which he/she operates. He/She shall report disorderly or unmanageable pupil conduct to the Principal and/or Assistant Principal of the school in which the pupil is enrolled. Such conduct by a pupil shall be good cause for the Principal and/or Assistant Principal to discipline and/or suspend the privilege of riding any school bus by the pupil for a period of time. Drivers may not administer disciplinary action and shall continue, except in extreme emergencies, to transport a pupil until disciplinary action is administered by the school. It shall be the responsibility of the parent(s) or legal guardian(s) of pupils, in such cases, to provide transportation to and from school during the period of bus suspension.

- A. In accordance with Board of Education policy and State regulations, pupils may have their bus privilege suspended by the administration for improper behavior.
- B. All drivers will be provided with the form "Bus Conduct Report."



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- C. In the event a pupil's conduct on a bus is unsatisfactory, a form shall be completed by the driver and distributed as follows: to the Principal and/or Assistant Principal of the school which the pupil attends; to the parent(s) or legal guardian(s); and shall go to the Transportation Coordinator who will transmit one copy to the bus contractor if applicable.
- D. In all cases, the pupil shall be notified by the driver when a "Bus Conduct Report" is to be issued.
- E. It shall be the responsibility of the Principal and/or Assistant Principal to take immediate, appropriate disciplinary action. The recommended sequence of disciplinary action for misbehavior is as follows:
- First Notice: Conference with pupil.
- Second Notice: Conference with pupil and parent(s) or legal guardian(s).
- Third Notice: Parent(s) or legal guardian(s) conference. Suspend pupil's bus privilege for five school days.
- F. Immediately after taking disciplinary action, the Principal and/or Assistant Principal shall sign the form and indicate the disciplinary action taken. All appropriate parties shall be duly notified.
- G. In cases of severe misconduct, any of the steps in the above sequence may be omitted. The Principal and/or Assistant Principal may recommend to the Superintendent to temporarily suspend the pupil's bus privilege until appropriate disciplinary action is taken as determined by the Superintendent. The pupil's parent(s) or legal guardian(s) shall be immediately notified of the temporary suspension.

Bus Regulations

The following regulations apply to pupils riding the school buses:

- A. The Board of Education authorizes the Supervisor of Transportation to assign seats on an as needed basis.
- B. Pupils shall only ride the bus to which they are assigned. Pupils are not permitted to ride another bus for after school activities.
- C. Pupils are to remain quietly seated at all times on the bus. Heads, hands and belongings of all kinds are to remain inside the windows.



- D. Pupils are required to wear seat belts.
- E. Unauthorized individuals are not permitted to ride on any bus.
- F. Smoking, eating or drinking is not permitted on the bus.
- G. Any possession or use of illegal substances while on the bus is subject to Board policy.
- H. Parent(s) or legal guardian(s) shall be notified of these regulations annually.

Transportation of Non-Remote Pupils Where Walking Would Place the Pupils In A Hazardous Situation

Hazardous Road and Street Grid

The “Hazardous Road and Street Grid (HRSG),” is a highly functional device that is used to foster a common understanding of safety conditions on our roads and to determine whether or not a roadway is hazardous. The HRSG provides specific guidelines to be employed by the Parsippany-Troy Hills Township School District to determine the safety conditions on roadways traversed by pupils going to and from school. If a roadway is determined to be hazardous by using the HRSG, transportation will be provided. Key terms are defined in the Glossary that is available in the Office of the Superintendent.

Implementation of the HRSG to Determine Hazardous Routes

The administration is directed to enforce the transportation policy and use the approved Hazardous Roads/Streets Grid (HRSG) in the determination of hazardous streets or sections of streets as listed below:

- A. Specific roadways that are brought to the attention of the Board and administration will be assessed using the appropriate HRSG.

Application of the Hazardous Road and Street Grids Based Upon Request From Petitioner

- A. When the Transportation Department receives a parental/guardian concern regarding a street or portion of a street with regard to its being hazardous, the Transportation Coordinator will visit the location and utilize the appropriate HRSG. Grid A is to be used for streets with walkways and Grid B for streets without walkways.
- B. After the appropriate HRSG is applied to the location by the Transportation Coordinator, he/she will determine if the location is hazardous and will apprise the parent(s) or legal guardian(s) in writing of the results of the assessment.



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- C. If the location is determined to be hazardous, the district will notify the Township of Parsippany-Troy Hills and, in conjunction with the township, determine the appropriate actions to either make the location non-hazardous or provide busing until the hazardous condition has been fully corrected.

The Appeals Process

- A. If the parent(s) or legal guardian(s) is not satisfied with that determination they may appeal in writing to the School Business Administrator/Board Secretary. The School Business Administrator/Board Secretary will review the situation and make a recommendation to the Superintendent for his/her consideration. The Superintendent will make a determination and notify the parent(s) or legal guardian(s) in writing of his/her decision within fourteen days of the receipt of the appeal.
- B. If the parent(s) or legal guardian(s) is not satisfied with the determination of the Superintendent, the parent(s) or legal guardian(s) may appeal the determination in writing to the Board of Education within fourteen days of being notified by the Superintendent of his/her decision.
- C. Once the Board of Education receives an appeal, they will review the determination and notify the parent(s) or legal guardian(s) within thirty days of their decision. The Transportation Committee of the Board will be responsible for reviewing the determination and make a recommendation to the full Board for consideration within thirty days of receiving the appeal. The Board will then vote on the Transportation Committees recommendation and the Board's decision is final.

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.



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- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.



Operation and Management of Transportation System

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

Issued: 22 October 2009
Revised: 21 November 2019



R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:



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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.



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4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.



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6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
 - a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Transportation Supervisor.
 2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
 3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.



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4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A basic first aid kit;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.

5. Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the Transportation Supervisor any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the Transportation Supervisor any deviation in the bus route or schedule;
 - g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;



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- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or



- (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
 4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
 5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
 6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
 7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Transportation Supervisor/Dispatcher of the number and location of the bus and the circumstances of the disability. The Transportation Supervisor will make arrangements for the safety of the students.
- E. Specific Emergency Situations
1. In the event of an accident or vehicle failure the following procedures will be implemented:
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.



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- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.



- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.



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Emergency School Bus Procedures

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The Transportation Supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.



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Emergency School Bus Procedures

- c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
- d. If the student's injury:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued: 22 October 2009

Revised: 28 May 2015

Revised: 21 November 2019



REGULATION

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Monitoring Devices on School Vehicles

R 8690 MONITORING DEVICES ON SCHOOL VEHICLES

Recording and Notice

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

Pupil Records and Notice

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

Staff Records and Notice

1. Recordings considered for retention as part of the employee’s personnel record will be maintained in accordance with established Board personnel policies, administrative regulations and labor agreements governing access, review and release of employee personnel records.



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Monitoring Devices on School Vehicles

2. The district will include notice to personnel that monitoring devices may be used on school transportation vehicles transporting pupils to and from curricular and/or co-curricular activities.
3. Staff will not be notified when a video camera is “on board” and in use on district vehicles.

Storage/Security

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

Use

1. The decision to activate recording devices on specific vehicles and at specific times shall be made by the Transportation Coordinator.
2. Monitoring devices will be used on school transportation vehicles transporting pupils to and from curricular or extracurricular activities on a rotational basis at the discretion of the Transportation Coordinator.
3. Staff and pupils are prohibited from tampering with or otherwise interfering with recording equipment. Any individual found tampering with equipment shall be subject to discipline.

Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Transportation Coordinator.



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Monitoring Devices on School Vehicles

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

Purchase, Maintenance, Replacement of Equipment/Supplies

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

Issued: 22 October 2009

