

# Policy

## Board of Education Woodbridge Township

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# Policy

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### #701 FACILITIES PLANNING

The Board recognizes that sound planning based on accurate information is essential to the efficient operation of the schools. In order to assure that future district construction is planned on the basis of need, the Board, in accordance with state requirements, will prepare a five-year capital construction plan and will update that plan every one year thereafter. The plan shall include a thorough description and analysis of local and regional demographic factors which influence general population growth and public school enrollments.

In order to apprise the Board of the continuing relevance of the five-year capital construction plan, the Superintendent shall:

- A. annually report to the Board on the number of live births, number of resident pupils attending private schools, and number of new residential units approved;
- B. report to the Board on the enrollment by grades during the school year monthly;
- C. conduct a "Kindergarten Roundup" of the number of students who will be enrolled in the schools of the district in September of the year in which the estimate is made and report the results to the Board;
- D. prepare student population projections every year and compare the actual population figures to the previously projected figures to detect early for the benefit of the Board any changes in population trends.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school, including provision for the handicapped, pursuant to law and regulation.

Reference: 18A:11-2c, 33-1; N.J.A.C. 6:8-4.8, 22-2.5, -2.9

Date adopted: 12/21/78

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# Policy

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### #702 GIFTS, GRANTS, DONATIONS

The Board accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instruction program. It recognizes, however, that from time to time individuals or organizations in the community may wish to contribute additional supplies or equipment to enhance or extend the instructional program.

The Board may accept, by resolution duly passed at a public meeting, any gift or grant of land with or without improvement, and of money or other personal property, except that the Superintendent or his/her designee may accept, on behalf of the Board, any such gift less than \$1,000 in value.

The Board reserves the right to refuse to accept any gift which does not contribute toward the achievement of the goals of this district or the ownership of which would tend to deplete the resources of the district.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board and is subject to the same controls and regulations as are other properties of the Board.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Reference: 18A:20-4, 20-11

Date adopted: 12/21/78

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# Policy

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### #703 HYGIENIC MANAGEMENT

The Board recognizes that the health and physical well-being of the students of this district depend in large measure upon the cleanliness and sanitary management of the schools.

The Board directs that a program of hygienic management be instituted in the schools and explained annually to all staff members. Each school shall be inspected for cleanliness and sanitation at least annually by the Board of Health.

The Superintendent shall develop and supervise a program for the cleanliness and sanitary management of the school buildings, school grounds, and school equipment pursuant to statute, rules of the State Board and regulations of the local and State Boards of Health.

Cleanliness in each school building and school site shall be the responsibility of the building principal.

Reference: N.J.A.C. 6:8-4.8(c), 6:29-1.2e, 6:29-2.2

Date adopted: 12/21/78

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# Policy

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### #704 MAINTENANCE

The Board recognizes that the fixed assets of this district represent a significant investment of this community and their maintenance is of prime concern to the Board.

The Board directs the conduct of a continuous program of inspection and maintenance for the upkeep of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent shall develop and implement such a maintenance program which shall include:

- A. a regular program of facilities repair and conditioning;
- B. the maintenance of a critical spare parts inventory;
- C. an equipment replacement program.

The Superintendent shall develop and promulgate to the staff such rules as may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Said rules shall include the establishment of sound priorities among the requests for repairs received from building principals.

Reference: 18A:18A-43, 21-1; N.J.A.C. 6:8-4.8(c)

Date adopted: 12/21/78

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# Policy

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### #705 SCHOOL SAFETY

The Board recognizes that in providing the educational program for the children of this district, it assumes that responsibility for the safety of students and district employees while they are on and in the facilities provided in furtherance of that program.

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

The Superintendent shall prepare rules governing school safety and the prevention of accidents and fire which shall include as a minimum the requirements of law and the applicable regulations of various departments of state government.

The Superintendent may appoint a Safety Officer for the district who may form an advisory committee consisting of building safety representatives, insurance company representative(s), local police officer(s), local fire officer(s), Supervisor of Buildings and Grounds and Supervisor of Transportation.

Reference: 18A6-2, 40-12.1, 40-12.2; 34:1-29, 34:4-139; 40:67-16.7; N.J.A.C. 6:3-1.14; 8-4.8(c), 29-1.2, 29-2.1, 29-5 et seq, 43-1.2 et seq

Date adopted: 12/21/78

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# Policy

## Board of Education Woodbridge Township

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### #706 PROPERTY INVENTORY

As steward of this district's school property, the Board recognizes that efficient management and full replacement upon loss requires accurate inventory and properly maintained property records. The Board shall maintain a complete inventory by physical count of all district-owned equipment.

For purposes of this policy "equipment" shall mean a unit of furniture or furnishings, an instrument, a machine, an apparatus or a set of articles which retains its shape and appearance with use, is non-expendable and does not lose its identity when incorporated into a more complex unit.

It shall be the duty of the Superintendent to insure that inventories are systematically and accurately recorded and property records of equipment are updated and adjusted by reference to purchase orders and withdrawal reports.

Major items of equipment shall be subject to annual spot check inventory to determine loss, mislocation, or depreciation; any major loss shall be reported to the Board.

Reference: 18A:11-2b; N.J.A.C. 6:20-2.1, 6:20-2.4

Date adopted: 12/21/78

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# Policy

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### #707 COMMUNITY USE OF SCHOOL FACILITIES

The facilities of the public schools may be used by Woodbridge Township School District school groups, including parent/teacher groups at no rental fee; and by other groups organized by the Woodbridge Township Recreation Department or scouting group for community benefit at no rental fee. Other organizations may use the facilities upon payment of the rental fee established by the Board of Education in the "Schedule of Rental Charges." No rentals shall be approved that will in any way conflict with the program and best interests of the school.

Religious organizations using school facilities for the purpose of conducting religious services are required to pay all rental fees.

- A. All requests for the use of school facilities shall be made in writing at the office of the building principal or administrator in charge of the desired facilities. The building principal shall determine whether the desired facilities are available as noted in the "Building Availability Record Book."
  - B. All applicants shall complete of the request form and submit it to the building principal for approval. If the facilities are available and the request complies with Board policy, the building principal shall schedule the use of the facilities, forward the necessary copies to offices noted on the form, and inform the applicant.
  - C. If facilities are not available, the applicant shall be informed by the building principal through the proper distribution of the request form. A copy of all request forms shall be submitted to the Office of the Business Administrator/Board Secretary, whether the request is approved or not.
  - D. The total cost to the applicant shall be determined by the building principal and included in the proper place on the application.
  - E. The Business Administrator/Board Secretary shall review all approved and disapproved applications to determine adherence to Board policy, may rescind building decisions if in conflict with policy, and shall give final approval for authorization.
  - F. A non-school sponsored organization interested in using a district facility will be required to provide a \$500.00 security bond at the time the building reservation is submitted to the principal of the school. A certified check in the amount of \$500.00 will be returned to the organization after the activity has been completed, provided the building has been left in the same condition in which it was found prior to the organization's event.
  - G. All monies due the Board of Education for rental and other fees shall be made payable to the Board of Education and forwarded to the Office of the Business Administrator/Board Secretary. Building principals shall not receive or make payment of monies.
  - H. The use of buildings, grounds, and equipment of the Woodbridge Township School District shall be limited to bona fide residents and organizations of the township, unless specifically approved by the Board of Education.
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- I. Any damage to buildings and/or grounds resulting from the use of the facilities shall be the responsibility of the persons and organizations granted the use of the facilities.
- J. All equipment shall be under the supervision and control of the Board of Education or its representatives. No Woodbridge Township School District equipment shall be utilized by outside groups due to insurance liability issues.
- K. The persons and organizations granted the use of the facilities shall be responsible for enforcing rules of good conduct on the part of persons using school facilities. Non-compliance will result in forfeiture of future use of buildings by the persons or organizations responsible.
- L. All decorations must be approved by the building principal. Decorations used must be made of non-flammable materials.
- M. Alcoholic beverages may not be served or consumed on school premises at any time.
- N. The serving of refreshments shall not be permitted unless permission is specifically granted by the principal. Refreshments, if permitted, may only be served in a designated area of the building.
- O. The use of any school facility for a community organization or agency shall not commence later than 9:00 p.m. and must end by 10:30 p.m.
- P. Organizations or groups requesting the rental use of buildings or facilities for the purpose of sponsoring youth activities must guarantee that such activities will be adequately supervised. Before the use shall be granted, the requesting organization or group must agree to provide adequate supervision for juveniles participating in the activity. The building principal shall determine the adequacy of the supervision.
- Q. In the best interests of the pupils and the schools, the kitchen facilities of the cafeterias of all schools cannot be used by outside agencies and/or organizations. School dishes, silverware, kitchen utensils, and kitchen equipment are not available for use by any group.
- R. Applications for reservations of buildings must be in the office of the building principal at least ten (10) days prior to the first reservation date.
- S. Cancellations must be in the office of the building principal at least 48 hours prior to requested use of the building.
- T. The Woodbridge Township School District stadiums are not available for rental unless specifically agreed upon by the Board of Education.

Reference: 2A148-16 et seq; 18-A:20-20, 20-34

Date adopted: 4/18/73

Date revised: 12/21/78, 9/17/92, 1/19/95, 2/15/95, 8/19/10

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# Policy

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### **#708 LENDING OF SCHOOL OWNED EQUIPMENT**

The Board believes that district-owned equipment is a valuable resource which may be loaned for community use under certain conditions only, provided that such use does not interfere with the educational program of the schools.

The Board may lend specific items of equipment upon the written request of the user and approval granted by the Superintendent. The user of district-owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, and shall be responsible for its safe return.

School equipment may be removed from school property by students or staff members only when such equipment is necessary to accomplish tasks arising from their school or job responsibilities. The consent of the principal is required for such removal. Removal of school equipment from school property for personal use is prohibited by staff or students.

Date adopted: 12/21/78

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# Policy

## Board of Education Woodbridge Township

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### **#709 JOINT USE OF FACILITIES**

The Board advocates the joint expenditure of district funds and municipal or county funds to provide those facilities from which the entire community, children and adults alike, may derive benefits.

In accordance with this policy, the Board shall, as either opportunity or need arises, and as it is entitled to do so by law, join with the local municipal governing body in formal agreement to acquire, equip, operate, and maintain a computer facility.

Reference: 18A:20-19 et seq, 18A:20-34

Date adopted: 12/21/78

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# Policy

## Board of Education Woodbridge Township

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### #710 DISCARDING MATERIAL AND EQUIPMENT

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

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

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

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

The Superintendent of Schools may establish any procedures necessary to implement this policy. If items are not successfully auctioned in accordance with this policy, the Superintendent would then be authorized to seek other means of disposal and keep the Board of Education advised.

Reference: 18A:18A-45, 18A:20-5 et seq

Date adopted: 4/12/76  
Date revised: 12/21/78

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# Policy

## Board of Education Woodbridge Township

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### **#711 SMOKING ON BOARD OF EDUCATION PROPERTY**

The Board recognizes that smoking presents a health hazard which can have serious consequences both for the smoker and the non-smoker and is, therefore, of concern to the Board. For purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to, a cigar, cigarette, and pipe.

Smoking is therefore prohibited anywhere in all Board of Education buildings and grounds, except as part of classroom instruction or a theatrical production.

The Superintendent shall initiate actions to inform all staff members and students of this policy and to support educational programs deemed appropriate to implement this program.

Reference: PL 1989, C.96

Date adopted: 9/21/89

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# Policy

Board of Education  
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## **#713 USE OF THE LIGHTED STADIUM AT WOODBRIDGE HIGH SCHOOL**

The Board of Education recognizes that various student groups and community organizations may be interested in using the high school stadium at night. The desire of the Board of Education is to allow the use of the lighted stadium for student and community activities in addition to football games. Since the stadium is the first lighted outdoor athletic complex existing in the township, specific procedures shall be established for appropriate use of the facility.

The Superintendent of Schools is hereby directed to establish regulations necessary to implement this policy.

Date adopted: 9/27/90

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# Policy

## Board of Education Woodbridge Township

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### #714 CRITERIA FOR NAMING SCHOOLS AND SCHOOL FACILITIES

The Woodbridge Township Board of Education reserves the right to name all schools and facilities of the district. The schools and the education of its youth are among this community's proudest and most enduring achievements, and, therefore, the Board invites individuals or organizations who identify with the Township of Woodbridge to participate in naming them.

- A. Before naming any facility, the Board shall appoint an Ad Hoc Representative School-Community Committee, including representatives from the school or schools, such as alumni, past and present teachers, administrators, students, and support staff, to be named. This committee will review name(s) submitted by the Board and will make appropriate recommendations to the Board, with accompanying reason for their selection or selections.
- B. Before making the recommendations to the Board, the committee shall consider:
  1. the history and traditions of Woodbridge Township, including the contributions of various individuals and groups to the life and growth of the community; and
  2. the hopes and aspirations of the citizens of Woodbridge Township for the future of the community.
- C. The Board, in making its selection will be guided by the sensitivities and values of all members and segments of the community, the suitability of the proposed name to the educational philosophy and purposes of Woodbridge, and the significance of the proposed name to the students and staff who will use the facility and to the community at large.
- D. A name, once selected by the Board of Education, shall not be changed within a minimum of ten (10) years. In addition to the name the school or schools shall maintain their numbers.
- E. The following criteria shall be utilized in reaching a decision with regard to naming a school or school facility:
  1. No discrimination because of sex, race, creed or national origin.
  2. A deceased person whose name has proved to have historical significance to the district or area.
  3. The person should be a former educator or civic leader of great prominence whose contribution has had beneficial affects in Woodbridge Township.
  4. Schools should maintain their numbers in addition to names.
  5. Opportunity should be given to the residents whose children attend the school in question to get involved in an appropriate ceremony for the naming of the school or school facility.
  6. Names for schools or school facilities should come from interested individuals or organizations who identify with the Township of Woodbridge.
  7. Contributor must identify the contribution of the individual's name submitted for consideration.

Date adopted 7/24/97

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# Policy

## Board of Education Woodbridge Township

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### **#715 PROTECTING THE ENVIRONMENT**

The Board of Education recognizes its responsibility to insure the best possible environment for learning. Therefore, it expresses its commitment to do whatever is possible and practical to provide a clean, healthy, safe, and aesthetically pleasing physical environment.

The staff is directed to review all activities to insure that nothing is done that might harm the environment such as releasing helium balloons. They are also encouraged to suggest ideas for enhancing the environment, such as new plantings.

Date adopted: 9/21/89

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# Policy

## Board of Education Woodbridge Township

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### #716 INTEGRATED PEST MANAGEMENT

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy and states that each local school board of a school district shall implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.

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

The Woodbridge Township School District shall implement an Integrated Pest Management plan which adheres to the New Jersey State directive, and develop IPM Plans.

The school IPM plan is a blueprint of how the Woodbridge Township School District will manage pests through IPM methods. The IPM plan states the district's goals regarding the management of pests and the use of pesticides and reflects school-site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. The Superintendent of Schools shall be responsible for the development of the IPM plan for the school district.

Date Adopted: 1/22/04

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# Policy

## Board of Education Woodbridge Township

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### #720 EQUIPMENT PURCHASED WITH FEDERAL GRANT FUNDS

#### A. Equipment:

1. Equipment is defined as a movable or fixed unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles which meets all of the following conditions:
  - a. It retains its original shape and appearance with use;
  - b. It is non-expendable; that is, if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it rather than replace it with an entirely new unit;
  - c. It represents an investment of money which makes it feasible and advisable to capitalize the item; and
  - d. It does not lose its identity through incorporation into a different or more complex unit or substance.
2. An item of equipment is considered to be one which meets all of the following requirements:
  - a. It conforms with state safety standards;
  - b. It is suitable for the development, presentation, learning and evaluation of instructional programs;
  - c. It is of such nature that, with normal care and use, it may be expected to last more than one year;
  - d. It is not an item which is normally used in furnishing an ordinary classroom, shop, or laboratory;
  - e. It is adaptable to the space intended for the instructional area.

#### B. Labeling:

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

#### C. Retention of Inventory Records:

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

#### D. Disposal of Equipment:

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

#### E. Inspection and Verification:

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

Date adopted: 12/12/85  
Date revised: 11/18/04

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# Policy

## Board of Education Woodbridge Township

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### **#730 COMPARABILITY OF MATERIALS AND SUPPLIES**

To be in compliance with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the No Child Left Behind Act of 2001, Section 1120A(c), the Board of Education of the Township of Woodbridge directs the superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Date adopted: 10/08/87  
Date revised: 11/18/04

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# Policy

## Board of Education Woodbridge Township

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### #740 COMMERCIAL ADVERTISING

The Board of Education recognizes that pupils, staff members, and district facilities should not be used for advertising or promoting the interests of any non-school agency organization, public or private, without the approval of the Board or its delegated representative; and any such approval granted for any cause or group should not be construed as an endorsement of said cause or group by the Board.

- A. It is the policy of the Board that commercial advertising shall be prohibited in the district schools with the following exceptions:
  - 1. The score board systems at the high school stadiums, soccer fields, and gymnasiums.
  - 2. The fences at the high school football stadiums and school district baseball/ softball fields.
- B. The Board of Education shall ensure that all commercial advertising conforms to the following standards:
  - 1. No advertising shall be accepted for intoxicating beverages, tobacco substances, any controlled substances or dangerous drugs, contraceptives, personal hygiene products, political messages, parties, medications, or other products or services deemed objectionable.
  - 2. Paid commercial advertisers shall receive exclusive non-competitive (products or services) advertising rights for the term of advertising purchased.
  - 3. Preference shall be given to firms and organizations located in Woodbridge Township.
  - 4. Advertisements shall be concise and conform to established specifications.
- C. A schedule of commercial advertisement fees will be established and published each year.
- D. The Superintendent of Schools shall prepare appropriate regulations to implement this policy.

Reference: N.J.S.A. 18A: 42-4 Distribution of Literature

Date adopted: 8/28/97

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