

Regulations

Board of Education
Woodbridge Township

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#7020 DONATIONS OF EQUIPMENT

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

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

- A. Item(s) to be donated;
- B. Proposed use of the item(s) in the school (in detail);
- C. Value to students and teachers;
- D. Curricular area(s) to be served;
- E. Location of the equipment in the school;
- F. Cost to the district for moving, installation and maintenance.

Reference: Policy #702

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#7020-2 ACCEPTANCE OF DONATED TECHNOLOGY EQUIPMENT

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

- A. All hardware accepted by Woodbridge Township School District must be in good working order.
 - 1. The accepting school/department assumes responsibility for the costs of putting the hardware in good working order.
 - 2. The accepting school/department assumes responsibility for the supplies needed to support this hardware.
 - 3. If the donated hardware is viewed as "disposable," (to use it until it ceases to function, and then dispose of it), the donor should be made aware of this intent. Further, the donor should be asked if there are any conditions or requirements as to how the hardware disposal should be handled.

- B. All hardware offered for donation will be reviewed by the Woodbridge Township School District Technology Team.
 - 1. Hardware that passes review and is fully supported by the District Technology Team, will be serviced and repaired by the district as if it had been an original district purchase.
 - a. Woodbridge Township Technology Team field support technicians can assist with the setup and configuration of donated hardware that complies with the district hardware standards.
 - 2. If the hardware is not a supported item, the school or department that accepts the donation assumes responsibility for costs of keeping the hardware in good working order.
 - a. For hardware that does not comply with the standards, our technicians can assist with the setup and configuration as long the time required does not substantially exceed what would be required to set up equipment that is in compliance with district standards.
 - b. If the technicians determine that extraordinary time will be required to set up and configure a nonstandard piece of hardware, they will advise the accepting department or school that assistance will not be available.

- C. Donated hardware should not be connected to the district network without specific permission and direction from the District Technology Team.
 - 1. Should any person, school or department connect a hub, switch, router, or other device that affects the topography of a network without direct permission and direction from the district technology team he/she/they will be responsible for any costs to disconnect, repair or replace equipment involved.

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

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#7030 BUILDING INSPECTION FOR HYGIENE AND SANITATION

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

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

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

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

Reference: Policy #703

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#7040 WORK ORDER REQUESTS

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

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

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

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

Reference: Policy #704

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#7050 SAFETY IN SCHOOL

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

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

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

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

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- D. Shop tools and equipment shall be used for instructional purposes only, and the shop teacher shall be fully responsible for their use and condition.
- E. The course of study in the schools shall include instruction in accident and fire prevention (18A:6-2) and in safety education (18A:35-5).
- F. Such safety rules as are prescribed by the principal of each school pursuant to A. (above), and rules for the care of sick and injured personnel shall be presented to all employees at the beginning of the school year and shall be prominently posted in several places in the school building.

Reference: Policy #705

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#7051 SAFETY EDUCATION PROGRAM FOR VOCATIONAL PROGRAM

The policy on the Safety Education Program for Vocational Education, as described in the safety plan approved by the Board of Education on August 17, 1978, will be the regulations to be followed for safety in vocational programs in the district.

Reference: Policy #705

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#7055 PROCEDURES TO FOLLOW IN THE EVENT OF A MALFUNCTIONING FIRE DETECTION/ALARM SYSTEM IN A LOCAL DISTRICT

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

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

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

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#7060 PROPERTY RECORDS AND INVENTORY

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

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

Reference: Policy #706

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#7070 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 for community benefit, including Woodbridge Township Recreation and Woodbridge Township youth-sponsored sports groups, 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 Woodbridge Township School District.

- 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 four copies of the request form and submit them 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 and forward the necessary copies to the offices noted on the form of the applicant.
- C. If facilities are not available, the applicant shall be informed, as well as the Office of the Business Administrator/Board Secretary, 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 Office of the Business Administrator/Board Secretary, shall review all approved and disapproved applications to determine adherence to Board policy, and rescind building decisions if in conflict with policy, and shall give final approval for authorization.
- E. Applications for reservations of building must be in the office of the building principal at least ten days prior to the first reservation date.
- F. Cancellations must be received in the office of the building principal at least 48 hours prior to requested use of the building.
- G. The use of the buildings and/or grounds 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.
- H. The use of school buildings on Sunday, except for religious purposes, will not be permitted as a general rule. Each application will be submitted to the Board for individual consideration. The use of any school facility by a community organization or agency shall not commence later than 9:00 p.m. and must end by 10:30 p.m.
- I. The use of facilities must be for community benefit and not for personal gain.

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- J. All persons or organizations granted the use of any of the facilities of the Woodbridge Township School District shall show evidence that they are properly covered by insurance up to the indemnification of \$1,000,000.00 and that certification of same, holding the Woodbridge Township Board of Education harmless, shall be received in the Office of the Business Administrator/Board Secretary. Indemnification form follows this regulation.
- K. Where deemed appropriate, police will be required and paid for by the renting organization. Principal will make determination.
- L. Organizations or groups requesting the rental or 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.
- M. The persons or 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.
- N. Any damage to the 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. An additional fee will be assessed for damages.
- O. Persons or organizations granted use of the facilities will not be permitted to use Woodbridge Township School District equipment located at the facilities.
- P. 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.
- Q. The serving of refreshments shall be restricted to the area designated by the building principal.
- R. Alcoholic beverages may not be served or consumed on school premises at any time.
- S. All decorations must be approved by the building principal. Decorations must be made of non-flammable materials.

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T. Schedule of rental charges:

RENTAL FEES

Classroom rental	1-10 weeks	11 weeks or more
Up to 3 hours	\$30/hr.	\$20/hr.
4 or more hours	\$25/hr.	\$15/hr.

Elementary All-Purpose Room		
Up to 3 hours	\$30/hr.	\$20/hr.
4 or more hours	\$25/hr.	\$15/hr.

High School Auditorium		
Up to 4 hours	\$700	\$500
Additional per hour	\$100	\$100

High School Gymnasium		
Up to 4 hours	\$700	\$500
Additional per hour	\$100	\$100

High School Cafeteria		
Up to 4 hours	\$500	\$300
Additional per hour	\$50	\$50

Middle School Auditorium		
Up to 4 hours	\$600	\$400
Additional per hour	\$80	\$80

Middle School Gymnasium		
Up to 4 hours	\$600	\$400
Additional per hour	\$80	\$80

Middle School Cafeteria		
Up to 4 hours	\$500	\$300
Additional per hour	\$50	\$50

Regulations

Board of Education Woodbridge Township

T. Schedule of rental charges (Continued):

Stadiums

Stadiums are not for rental unless specifically approved by the Board of Education. If approved, \$1,500 for a 4-hour period, \$200 per hour thereafter.

Stadium costs do not include the following:

Use of the stadium clock = additional \$120.00

Use of stadium lights = additional \$20.00 per hour

Lighting Systems/Dimmer Panels

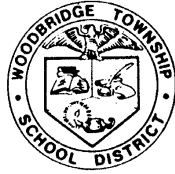
Organizations wishing to use the lighting system and dimmer panel at the senior high school auditoriums will be required to pay an additional fee for lighting technicians who will be on hand in the event there is an electrical problem.

- U. 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.
- V. Religious organizations using school facilities for the purpose of conducting religious services are required to pay for all rental fees.
- W. All monies due to the Board of Education for rental 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 any monies.

Reference: Policy #707

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(NOTE: Accompanying Indemnification Agreement follows this Regulation.)



WOODBIDGE TOWNSHIP SCHOOL DISTRICT

P. O. Box 428, School Street
Woodbridge, New Jersey 07095
732-750-3200

INDEMNIFICATION AGREEMENT

_____ agrees to
(Name of Organization)

indemnify and hold harmless the Woodbridge Township Board of Education and its agents, servants, and employees from any liability or obligation which might be incurred, including any alleged liability, for granting permission to

_____ for use
(Name of Organization)

and the use of the premises of the Woodbridge Township Board of Education at

(School/Location)

on _____ for _____
(Date) (Purpose for Use of Building)

This Indemnification Agreement is understood to encompass and include any and all claims for damages in excess of primary insurance limits of liability, \$1,000,000.00 maintained by:

(Name of Organization)

(Name of Chief Officer of Organization - PLEASE PRINT) SIGNATURE - Chief Officer of Organization

Date

This is to certify that

_____ as President/Chief Executive Officer
(Name of President/Chief Officer)

of _____
(Name of Organization)

has full authority to execute the above agreement.

Notary

(Ref: Regulation #7070 - Community Use of School Facilities)

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#7071 USE OF FACILITIES FOR PRO-WRESTLING

- A. Only home-school organizations will be permitted to sponsor pro-wrestling in high school gyms subject to Board policy.
- B. All proceeds must be used for the students of the respective school.
- C. No card playing will be permitted in locker rooms by the participants (drinking is prohibited by Board and municipal ordinances).
- D. Home-school organization must provide strict supervision to insure the safety of participants and spectators by providing ushers, special police, signs, etc.
- E. No metal folding chairs are to be used. All spectators must sit in the bleachers.
- F. No food or beverages are permitted in the gym.
- G. The Board of Education must be named "save harmless" in all insurance policies for the facility/program.
- H. The Fifth Quarter Club should show evidence that they are properly covered by insurance up to the indemnification of \$1,000,000.00 and that we should receive a certification of same holding the Board of Education harmless.
- I. The distance between the mats the wrestlers will use and the spectators should be considerable.
- J. If tickets are printed for this event, a statement indicating that the Woodbridge Board of Education assumes no liability for the event, should be printed on the back of the tickets. This statement should come from the Board attorney for its proper legal wording.

Reference: Policy #707

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#7080 PERSONAL USE OF BOARD EQUIPMENT

The use of equipment for personal purposes is strictly forbidden at all times.

The off-premises use of Board equipment by employees for school related activities may be approved by the building principal or administrator in charge. Such a request shall be in writing and kept on file in the administrator's office.

The use of Board equipment on the school premises by an outside organization is to be minimal and should be limited to non-profit organizations which would be entitled free building usage. Any approval granted shall be by the Superintendent only, following said written request. Requests shall be kept on file in the administrator's office.

In order to assure the proper protection of Board equipment:

- A. All equipment must be lettered "Woodbridge Township Board of Education" or lettered with the name of the school.
- B. Each motor vehicle and each piece of equipment is to have an assigned place. Keys are to be kept in a designated location.

Staff members who violate this policy are subject to disciplinary action.

Reference: Policy #708

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#7081 FACULTY USE OF COMPUTERS

Teaching staff members may borrow computers for home use under the following guidelines:

- A. Use of such equipment is necessary to accomplish tasks arising from their school or job responsibilities.
- B. Permission must be secured from the building principals.
- C. Computers may be borrowed overnight, for weekends, and short term vacations when schools are closed and students are not using the equipment.
- D. Principals shall establish short-term use schedules over the summer so that all interested staff members have an opportunity to take advantage of the equipment.
- E. Under normal procedures, requests must be submitted three days in advance although the principal may give permission at any time.
- F. Principals must insure that equipment is not borrowed during the time set aside for periodic servicing.
- G. Teaching staff members will be financially responsible for any repairs that are required as a result of negligence while machines are on loan.
- H. If equipment is stolen or lost while on loan, the teaching staff member who borrowed it shall be responsible for replacement of that equipment.

Reference: Policy #708

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#7100 DISCARDING MATERIAL AND EQUIPMENT

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

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

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

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

Reference: Policy #710

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#7110 SMOKING ON BOARD OF EDUCATION PROPERTY

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

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

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

Reference: Policy #711

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#7130 STADIUM/NIGHT ATHLETIC ACTIVITIES

- A. A minimum of four (4) policemen must be in attendance and on patrol during the activity with the final determination of how many will be needed made by the Principal. (The user must make arrangements with the Woodbridge Police Department for police to be assigned to the stadium.)
 - B. Arrangements must be made with the police department for traffic control at the school entrance off the main roads before and after the game.
 - C. The principal will make all decisions regarding the use of the field in questionable weather situations. The Woodbridge School District reserves the right to cancel the field use at any time because of weather, rescheduled games, or conflicting upcoming game situations.
 - D. Games will begin no later than 7:00 P.M. and end by 10:00 P.M.
 - E. Only players, coaches and other authorized personnel will be allowed inside the playing field area.
 - F. All coaches and team support personnel will abide by NJSIAA sideline rules.
 - G. Officials and coaches for Pop Warner Teams will make sure the ball is moved frequently in spot location so as to maintain the condition of the field.
 - H. A representative from the organization using the field will report to the head stadium custodian before and after the activity.
 - I. Entrances shall be supervised and controlled so as to monitor admittance to the stadium.
 - 1. No alcoholic beverages are allowed in stadium area.
 - 2. Automobiles must be parked outside the stadium fence.
 - 3. Only team buses and emergency vehicles will be allowed past the main gate of the stadium.
 - J. If the sound system is requested the stadium custodian will set up and store the equipment at the conclusion of the game.
 - K. If the scoreboard is requested only a certified official or district employee will operate the scoreboard and the user will compensate the individual operator.
 - L. The concession stand is not to be available for use.
 - M. The user is required to submit to the Woodbridge Board of Education a one million dollar save harmless insurance policy prior to use of the stadium.
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Board of Education

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N. Stadium/District Rental Fee = \$600.00

This will include:

3 Custodians	-	Hourly rate
Lights	-	6:00 - 10:00 P.M.
PA System	-	No charge
Scoreboard	-	No charge

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7160 INTEGRATED PEST MANAGEMENT

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

A. IPM Plan

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

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

1. Monitor the site for presence of pests.

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

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

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

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

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

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

Regulations

Board of Education Woodbridge Township

B. IPM Coordinator

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

The Coordinator shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

C. Education /Training

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

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

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

D. Record Keeping

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

E. Notification/Posting

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

F. Re-Entry

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

G. Pesticide Applicators

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

H. Evaluation

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

Regulations

Board of Education Woodbridge Township

#7201 TITLE AND CONTROL OF TITLE I EQUIPMENT

Title to, and control over, Title I equipment shall be held by a public agency. Such property shall be used for purposes provided by the ISIA Title I program. Equipment may be placed on private school premises for the Title I project only.

Administrative control over Title I equipment and property shall be expressed in written procedures outlining federal ownership, use, loan, loss and disposal of such equipment for public and private/non-public schools.

A. Identification

All equipment shall be clearly marked to identify the grant under which it was acquired.

B. Repair of Title I Equipment

Title I funds may be used to pay for the repair of equipment purchased with Title I monies if the equipment is currently used in an approved Title I project. Repairs to equipment used in a Title I type project operated by the Board may not be charged to Title I accounts.

C. Property Records

Districts shall maintain a master list or card file of program equipment having a useful life of more than one year, and (a) costing \$500 or more per unit if located in a public school, or (b) if placed in private/non-public schools regardless of cost. Subsidiary inventories shall be maintained at each program school. The equipment inventory shall show description, model and serial number; identification of the grant under which the recipient acquired the equipment; acquisition cost; location; use and condition of equipment and date reported; and ultimate disposition data, when applicable.

A physical inventory shall be taken and the results reconciled with the property records at least once every two years to verify the existence, current use and continued need for the equipment. Inventory records shall be retained until five years after the disposition of the equipment.

D. Equipment Costing Less than \$500 and Used in a Title I Public School

Such equipment need not be recorded on the inventory list. However, rules of sale or disposition apply because of a "continuing federal interest," therein.

E. Status of Equipment When No Longer Needed for Project

Equipment purchased from federal grant funds, when no longer needed for the original project, may be used as follows:

1. Redirected to other Title I projects;
 2. Used in other federally funded projects;
 3. Used shared time for other currently or previously federally sponsored projects;
- or
4. Disposed of per (F) below.
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Regulations

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F. Obsolete or Unusable Equipment

When original or replacement equipment is no longer usable in projects or programs currently or previously sponsored by the federal government (as determined by the LEA and approved by the berate educational agency), disposition of the equipment shall be made as follows:

1. Equipment with a current fair-market value of less than \$5,000 may be retained, sold or otherwise disposed of, with no further obligation to the federal government.
2. Equipment with a unit value of \$5,000 or more may be retained or sold. The proceeds from the sale or the fair market value, if retained by the LEA, shall be forwarded to the SEA via a warrant payable to: "Treasurer, State of New Jersey." If the equipment is sold: \$100 or 10 percent of the sales proceeds, whichever is greater, may be deducted and retained by the LEA for selling and handling expenses.

G. Trade-in of Title I Equipment

Equipment may be exchanged for replacement equipment if needed. The replacement may take place through a trade-in and the proceeds may be applied to the purchase cost of the replacement equipment. Any additional outlay to acquire the replacement equipment shall be charged as a direct cost to the program. Such transactions shall be approved in the Board of Education minutes via resolution. If a trade-in cannot be arranged, the LEA may contact the SEA for approval to sell the old equipment and apply the proceeds of the acquisition costs of the replacement equipment.

H. Lost, Stolen, or Destroyed Equipment

When Title I equipment is lost, stolen, or destroyed, a report must be made to the proper law and insurance authorities and to the SEA. Inventory records must be adjusted. If insurance coverage pays for the replacement of such equipment, the replacement equipment belongs to Title I, and should be clearly marked as such. Inventory records shall record the new item. If insurance funds are received for lost or stolen equipment and the district does not need this equipment for its Title I program, these funds must be forwarded as a refund to the federal government via a warrant payable to "Treasurer, State of New Jersey." Charges to make up the difference in replacement of insured losses shall be charged to current Title I expenditures.

I. Records of Disposition

Records documenting the disposition of Title I equipment shall be kept on file with inventory records. Upon disposition of equipment, it shall be removed from the inventory records. If replaced, the new item shall be added to the inventory, if applicable.

Revised: 1/00

Regulations

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#7202 MAINTENANCE OF EFFORT

In accordance with Section 200.64 of the Title I Regulations, the district will maintain a set level of current expenditures as follows:

- A. Net current expenditures or per pupil expenditures for any fiscal year will not decline by more than 10% from the previous fiscal year.
- B. Net current expenditures will be calculated as follows:
 - 1. Included in the calculations will be: State and local funds for free public education, which include expenditures for administration, instruction, attendance, health services, pupil transportation, plant operation and maintenance, fixed charges, and net expenditures to cover deficits for food services and student body activities.
 - 2. Excluded from the calculations will be: Expenditures for community services, capital outlay or debt service, and any expenditures made from funds provided by the federal government for which the LEA is required to account to the federal government directly, or through the SEA.

Regulations

Board of Education Woodbridge Township

#7400 COMMERCIAL ADVERTISING

The score board systems at the high school stadiums and gymnasiums, and the fences at the Woodbridge Township School District football fields and baseball/softball fields may be used for displaying commercial advertising.

- A. Commercial advertising shall conform 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. The Superintendent or designee shall be the final judge of what is objectionable. Final decisions may be appealed to the Woodbridge Township Board of Education.
 2. Paid commercial advertisements for the score board and clocks shall be secured on a competitive bid process according to the specifications established by the Board.
 3. Paid commercial advertisers shall receive exclusive non-competitive (products or services) advertising rights for the term of advertising purchased.
 4. Preference shall be given to firms and organizations located in Woodbridge Township.
 5. Payment for all commercial advertisement shall be made in advance to the Woodbridge Township School District Business Office.
 6. School facilities shall not be used to advertise, sell tickets to, or collect funds for any organization or program defined as political or sectarian in nature.
- B. All requests for commercial advertisements shall be made in writing at the Office of the Business Administrator/Board Secretary through the proper application form.
- C. The Office of the Superintendent of Schools shall review and approve all applications to determine adherence to Board of Education policy.
- D. All commercial advertisements must conform to established specifications, including content, size, and composition of materials.
- E. Full payment for commercial advertisements shall accompany the final approved application.
- F. A schedule of commercial advertisement fees will be established and published each year.
- G. Commercial advertisements will be accepted for a minimum of one year with an option to renew for an additional year.
- H. Damage to commercial advertisements is the sole responsibility of the commercial advertiser.
- I. All revenue for commercial advertising will be deposited in the Woodbridge Township School District's General Fund.