

Regulations

Board of Education
Woodbridge Township

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#8010 PUBLIC RECORDS

- A. The Business Administrator/Board Secretary of the Woodbridge Township Board of Education (“Board”) shall serve as the Custodian of Records (“Custodian”) for the purposes of requests made under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 (“OPRA”).
- B. A record may be in any form or medium that has been made, maintained or kept on file in the course of the Board’s official business.
- C. The following are exempt from disclosure:
1. Inter-agency or intra-agency advisory, consultative, or deliberative materials;
 2. Trade secrets and proprietary commercial or financial information obtained from any source;
 3. Information subject to the attorney-client privilege;
 4. Administrative or technical information regarding computer hardware, software and network which, if disclosed, would jeopardize computer security;
 5. Emergency or security information or procedures for any buildings or facility which, if disclosed, would jeopardize security of buildings or facility or persons therein, including security measures and surveillance techniques which, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
 6. Information which, if disclosed, would give an advantage to competitors or bidders;
 7. Information generated by or on behalf of public employers or public employees in connection with any sexual harassment complaint filed with a public employer or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
 8. Communications between a public agency and its insurance carrier, administrative service organization or risk management office;
 9. Information that is to be kept confidential pursuant to court order;
 10. Portion of any document that discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by law, and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited;
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11. A victim's personal information shall not be released to the person(s) convicted of a crime against the victim, unless to aid in the defense of the requestor;
 12. A citizen's personal information with which an agency has been entrusted when disclosure thereof would violate the citizen's reasonable expectation of privacy;
 13. Personnel and pension records information including, but not limited to: records relating to any grievance filed by or against an individual, and any detailed medical or psychological information;
 14. Any other exemption according to statute; resolution of either or both houses of the Legislature; regulations promulgated under the authority of any statute or Executive Order of the Governor; Executive Order of the Governor; Rules of Court or judicial case law; any federal law, regulation or order.
- D. Any requestor for records from the Board ("requestor") must complete the Board's Records Request Form ("Form") and submit it to the Custodian during regular business hours.
- E. The Custodian shall reply to all requests promptly and shall grant or deny access to each record within seven business days of the request's receipt, provided that the record is available and not in storage or archived. If a record is in storage or archived, the Custodian shall respond within seven business days that the record is temporarily unavailable and make arrangements to promptly make the record available.
- F. The Custodian shall provide a copy of a record in the medium requested by the requestor. However, if the Board does not maintain the record in the medium requested, the Custodian shall provide a copy in some other meaningful medium.
- G. Copies of a government record embodied in the form of printed matter may be purchased for the following fee:
- \$0.05 per letter size page
 - \$0.07 per legal size or larger
- H. The Custodian shall prominently post a clear statement in public view that sets forth the right to appeal the Board's decision with regard to the production or lack of production of records and the procedure by which an appeal may be filed.

Reference: Policy #801

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#8020 SCHOOL ORGANIZATION

The schools of the Woodbridge Township School District shall be organized as follows:

| ELEMENTARY SCHOOLS Grades Kindergarten through 5 | | | |
|--|------|---|------|
| Year Built | | Year Built | |
| Mawbey Street School #1 275 Mawbey Street, Woodbridge 07095 | 1962 | Oak Ridge Heights School #21 720 Inman Avenue, Colonia 07067 | 1959 |
| Avenel Street School #4/5 230 Avenel Street, Avenel 07001 | 1912 | Lynn Crest School #22 98 Ira Avenue, Colonia 07067 | 1959 |
| Port Reading School #9 77 Turner Street, Port Reading 07064 | 1962 | Woodbine Avenue School #23 89 Woodbine Avenue, Avenel 07001 | 1960 |
| Ross Street School #11 110 Ross Street, Woodbridge 07095 | 1920 | Kennedy Park School #24 150 Goodrich Street, Iselin 08830 | 1960 |
| Ford Avenue School #14 186 Ford Avenue, Fords 08863 | 1924 | Lafayette Estates School #25 500 Ford Avenue, Fords 08863 | 1960 |
| Indiana Avenue School #18 256 Indiana Avenue, Iselin 08830 | 1956 | Robert Mascenik School #26 300 Benjamin Avenue, Iselin 08830 | 1960 |
| Menlo Park Terrace School #19 19 Maryknoll Road, Menlo Park 08837 | 1958 | Pennsylvania Avenue School #27 80 Pennsylvania Avenue, Colonia 07067 | 1964 |
| Claremont Avenue School #20 90 Claremont Avenue, Colonia 07067 | 1958 | Matthew Jago School #28 99 Central Avenue, Sewaren 07077 | 1969 |

| MIDDLE SCHOOL Grades 6 through 8 | Year Built | HIGH SCHOOLS Grades 9 through 12 | Year Built |
|---|------------|---|------------|
| Avenel Middle School 85 Woodbine Avenue, Avenel 07001 | 1964 | Colonia High School 180 East Street, Colonia 07067 | 1967 |
| Colonia Middle School 100 Delaware Avenue, Colonia 07067 | 1960 | John F. Kennedy Memorial High School 200 Washington Avenue, Iselin 08830 | 1964 |
| Fords Middle School 100 Fanning Street, Fords 08863 | 1960 | Woodbridge High School 25 Samuel Lupo Pl, Woodbridge 07095 | 1956 |
| Iselin Middle School 900 Woodruff Street, Iselin 08830 | 1960 | | |
| Woodbridge Middle School 525 Barron Avenue, Woodbridge 07095 | 1910 | | |

Reference: Policy #802

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#8031 ELEMENTARY SCHOOL PROCEDURES TO BE FOLLOWED ON DAYS WHEN UNSCHEDULED EARLY DISMISSALS ARE ANNOUNCED

The Honeywell *Instant Alert*[®] system will be the only communication parents receive with regard to inclement weather and other emergency school closings.

Parents are to be reminded that in order to receive messages through the Honeywell *Instant Alert*[®] system, parent registration is required.

Listed below are the procedures to be followed by each elementary principal in the event an unscheduled early school dismissal is announced:

- A. Each principal will inform all staff, using appropriate building procedures, that there will be an early dismissal.
- B. On days when an unscheduled early dismissal is announced, the following changes from the normal schedule will be in effect:
 1. P.M. Kindergarten classes will be cancelled.
 2. Children in grades 1 through 5 will be dismissed at 1:10 P.M. (Note: A.M. kindergarten children will be dismissed at their regular time - 11:35 A.M.)
 3. When buses arrive at the school, transported children may be boarded immediately. Buses may leave the school once all transported students have boarded.
 4. Parents may come to the school and sign out their children at any time. However, children must have been present at least two hours in the session in order to be recorded as present for the full day. (Note: A principal cannot release a child to a person other than a child's parent or guardian unless there is a properly completed form on file in the school authorizing such a release).
 5. Teachers may leave the building after 1:10 P.M. only after informing the principal that all their students have left the building or, in the case where some students still remain in school, after escorting the students to a central area designated by the principal, where they will be properly supervised. Other staff members may leave the building after 1:10 P.M.
 6. Principals must remain in their buildings until all students have exited the building.
 7. Principals must notify the Superintendent's Office, by telephone, once all students have left the school.

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#8032 SNACKS ON DAYS WHEN EARLY DISMISSAL IS SCHEDULED

On conference days and other days when schools operate on a scheduled, abbreviated session, children will be permitted to bring a snack to school. On these days a short time period will be set aside during the morning hours to allow the children to eat the snack. Parents should limit the snacks to some cookies or a piece of fruit.

Reference: Policy #803

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#8033 GUIDELINES AND PROCEDURES FOR DELAYED OPENINGS

A. Delayed opening announcements will be made via the Honeywell *Instant Alert*[®] system, and aired on AM radio stations WCTC 1450, 1010 WINS, and NJ 101.5, and on TV stations WNBC-TV and News12NJ.

B. The Delayed Opening Plan is as follows:

| | | |
|--------------------|-------------------------|------------------------|
| Elementary Schools | Grades 1-5 | 10:55 a.m. – 3:30 p.m. |
| | Kindergarten a.m. | 10:55 a.m. – 1:30 p.m. |
| | Kindergarten p.m. | 12:55 p.m. – 3:30 p.m. |
| | Preschool Disabled a.m. | 10:55 a.m. – 1:30 p.m. |
| | Preschool Disabled p.m. | 12:55 p.m. – 3:30 p.m. |
| Middle Schools | Grades 6-8 | 10:15 a.m. – 3:05 p.m. |
| High Schools | Grades 9-12 | 9:40 a.m. – 2:30 p.m. |

C. All bus schedules will be delayed two hours. Dismissals will be at the regular times.

D. Should weather conditions deteriorate after a delayed opening has been announced, the Superintendent of Schools may elect to close schools for the day. This decision will be made no later than 8:00 a.m. and announced via the Honeywell *Instant Alert*[®] system and on all radio stations mentioned above.

E. Personnel from the district will be notified of delayed opening by the Honeywell *Instant Alert*[®] system, in addition to announcements over the radio.

F. Administrative, teaching, and clerical staffs are expected to report one-half hour before the start of a delayed opening as follows:

| | |
|-------------------------|------------|
| Elementary School Level | 10:30 a.m. |
| Middle School Level | 9:45 a.m. |
| High School Level | 9:15 a.m. |

G. Central Office Staff shall report one hour and fifteen minutes after their regular start times.

H. Transportation for out-of-district special education pupils will be delayed two hours.

I. The Middlesex County Vocational School shared-time program will be held with a two hour delay.

J. In-district special educational transportation will be delayed two hours.

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- K. The program for Gifted and Talented students at the Avenel Middle School will be cancelled.
- L. Woodbridge Township students who attend the Middlesex County Vocational Schools will be picked up with a two-hour delay.
- M. Field trips will be cancelled.
- N. All jointures will have a two-hour delay.
- O. Decisions related to cancellation of after-school and athletic events will be made by the Superintendent of Schools or the appropriate principal.
- P. Lunch will be served in schools, and lunch schedules will be rearranged by the principal when and if needed. Hot lunches will be delivered to all of the elementary schools at the regular time.

Reference: Policy #803

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#8040 DISTRICT BOMB SCARE PROCEDURES

A. School Instructions

If a note or telephone call should be received at any school in the Woodbridge Township School District threatening that a bomb or any other explosive may be set to explode, the principal shall see that the following procedures are implemented:

1. The administrator or designated alternate will make calls as follows:
 - First call - to the Police Department
 - Second call - to the appropriate fire station
 - Third call - to the Superintendent of Schools
2. The building will be evacuated by means of fire drill procedures.
3. The principal and selected members of the staff, together with the Police Department, will conduct a search of the building. A predetermined area which is the most isolated and easily secured portion of the building will be searched first; when this area is secured to the satisfaction of the search team, the children may be readmitted to this portion of the building while the search continues in the rest of the building. When the entire building is regarded as secure, the school will resume its normal procedures and the members of the search team will inform their superiors that the alert has been withdrawn. The principal will also inform the fire station.
4. If the preliminary search should reveal anything of a suspicious nature or if unidentified objects are discovered, a full alert shall be instituted which calls for complete evacuation of the building and surrounding area. The bomb disposal unit and the Fire Department will be notified by the Police Department. No suspicious objects should be moved or touched in any way. The team may recommend sending the children home.

B. Additional Information

1. The fire companies will be placed on standby alert, but equipment and personnel will not move until required.
 2. When the Police Department receives a bomb threat, they will call the school and the school will notify the fire station.
 3. Colonia fire districts, which do not have paid firemen, will furnish their schools with a list of auxiliary members to be called to institute an alert.
 4. In addition to representatives of the Police Department, the search team will consist of the principal of the school, the head janitor of the school, and any other school personnel designated by the principal. Alternates should be designated in advance to act for any absent members of the team.
 5. All participants of the search team and school personnel will conduct their activities with full seriousness and dispatch so that a return to normal procedures is facilitated.
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6. Principals should review these procedures with all school personnel under their direction.

Reference: Policy #804

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#8060 MILK PROGRAM

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

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

Reference: Policy #806

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#8072 DETERMINING ELIGIBILITY FOR FREE AND REDUCED-PRICE MEALS AND/OR FREE MILK

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

A. Determining Eligibility

The criteria for determining children eligible for free and reduced-price meals and/or free milk will be the family-size income scale established by the Department of Education. In cases where families experience the special hardship conditions listed below, the following deductions will be made from the family income and the adjusted income will be used to determine eligibility:

1. Unusually high medical expenses: The total annual medical expenses will be deducted from the family income. As a general rule \$10.00 a month (\$120.00 annually) will be considered unusually high. Medical expenses include physician or dentist bills, hospitalization, nursing care, prescriptions, health insurance, and reasonable medical related transportation costs.
2. Shelter costs in excess of 30% of the family income: Those costs in excess of 30% will be deducted from the family income. Shelter costs include rent, mortgage, taxes, heat, utilities, sewage, water, and basic service fees for one telephone.
3. Special education expenses due to the mental or physical condition of a child: The total annual expenses will be deducted from the family income. Special education expenses include tuition and educational fees and special education equipment costs.
4. Disaster or Casualty losses: The total annual expense of the loss will be deducted from the income. These losses are generally defined as fire, flood, other natural disasters, death of a family member or theft.

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

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

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

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

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

C. Person(s) Who Will Determine Eligibility

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

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

The District will send applications for free and reduced-price meals and/or free milk to the parents or guardians of all enrolled children including all Kindergarten and pre-kindergarten within the first week of school and to any interested community groups who request them. Within 15 days of receipt of completed application, a decision regarding eligibility will be made and parents will be notified in writing of the decision. A child who is determined eligible will begin receiving the free or reduced-price meal and/or free milk immediately.

In cases where, for various reasons, parents or guardians do not file an application for a child, the teacher, principal, school nurse, or other official may complete the application (by providing the child's family size and gross family income) to establish the child's eligibility.

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

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

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

E. Hearing Procedure

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

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

The following formal hearing procedure has been adopted:

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

1. Children go to the Cafeteria Manager's office during the day, pay the full or reduced-price and are issued a numbered ticket which is good for the calendar month.
2. Free lunch tickets are issued by the principal.
3. Children who receive free meals and/or free milk are given a numbered ticket. All tickets are identical except for the coded numbers known only to authorized personnel. The coded numbers are used for accounting purposes.
4. The following schools use the above collection method:

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

G. Non-Discrimination Clause

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

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

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

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

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

1. A letter to parents and application for free and reduced-price meals and/or free milk will be sent home to the parents of each child enrolled during the first week of school.
2. An article or announcement will be submitted to a local newspaper that has wide coverage. (A number of districts serving the area covered by the local newspaper may issue a joint news release provided that every participating school or center under each district is mentioned by name.)
3. An announcement will be provided to the local unemployment office, the local welfare agency, any major employers contemplating large layoffs in the area from which the school draws its attendance, and any other interested person(s) or community agencies.

I. Record Keeping Requirements

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

Reference: Policy #807

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#8080 PROCEDURES TO BE FOLLOWED IN CASE OF A BUS ACCIDENT

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

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

Reference: Policy #808

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#8090 SENIOR CITIZENS TRANSPORTATION

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

A. Definitions

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

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

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

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

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

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

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

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

Reference: Policy #809

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#8100 INSURANCE

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

Coverage shall be maintained in the following general categories:

1. Worker's Compensation and Employer Liability (including School Board members when on school business);
 2. Comprehensive General Liability (for all officers and employees);
 3. Comprehensive Auto Liability and Physical Damage (including mobile equipment);
 4. Student Athletic Liability (excess above personal coverage);
 5. Blanket Surety Bond;
 6. Comprehensive Umbrella;
 7. Crime and Vandalism Coverage;
 8. Property Insurance (including boiler and machinery);
- B. All property when placed outside the district, shall be placed with companies licensed by the Department of Banking and Insurance of the State of New Jersey. Insurance is to be placed through a qualified agent who shall be the agent of record on all policies, except the policies relating to annuities, group life and accident and health may be placed through other qualified agent(s) or a direct writing carrier.

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

1. Advice with respect to all insurance matters to the end that the Board of Education has adequate but not excessive insurance coverage at lowest possible cost.
 2. Provide or have provided safety and fire inspections.
 3. Review plans and specifications of all new buildings with the controlling Qualified Fire Insurance Rating Engineer in order to minimize penalty charges.
 4. Process claims promptly.
 5. Provide instructions on fire safety and prevention to the janitorial staff.
- C. To qualify as agent(s) of record of insurance policies issued for the interest of the Woodbridge Township Board of Education the following conditions shall be necessary:
1. Agent(s) shall be defined as a partnership or corporations whose MAJOR source of income arises from commissions received from the solicitation of insurance, or any
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individual whose MAJOR source of income arises from salary or commissions received from the solicitation of insurance.

2. In the case of an individual, he/she must have been engaged in the solicitation of insurance for a period not less than five (5) continuous years prior to his/her designation as agent(s) of record by the Board of Education.
3. The agent(s) shall be duly licensed as an agent(s) by the Department of Banking and Insurance of the State of New Jersey.

Reference: Policy #810, #811, #812

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#8120 BONDING

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

- A. Custodian -
 - 1. School Budget from \$5,000,000 to \$10,000,000 - \$77,000 = 1/4% of excess over \$5,000,000
 - 2. School Budget equal to or in excess of \$10,000,000 - \$99,500 = 1/8% of excess over \$10,000,000.
- B. Supervisor of School Lunches - \$10,000
- C. All other employees - \$10,000.

Reference: Policy #812

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#8130 DISTRICT MAIL SERVICE

The district mail service will operate in accordance with a schedule determined by the Assistant Superintendent for Business. For economic reasons, all personnel having need of this service should observe the schedule and not request that special trips be made. The district mail service is not to be used for personal deliveries.

Reference: Policy #813

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#8200 SITE BASED MANAGEMENT

Research on organizational effectiveness indicates that where staff members have an opportunity to share in problem analysis and making of recommendations for group action, there is an increase in the sense of belonging and an increase in productivity. Experiences in major American industries and organizations have confirmed these findings. Therefore, it is appropriate for a school system interested in maximum output to examine its procedures to see if it can expand staff involvement without jeopardizing its obligations and responsibilities.

School administrators have rights, responsibilities, and obligations, described in law, which control what decisions they are expected to make and not allowed to make. Administrators are ultimately responsible, by law, for what occurs in their buildings. Employee organizations have an obligation to represent their members and secure for them benefits and working conditions they feel are needed to be treated fairly and function effectively. The school administration-employee organization relationship has often existed on an adversarial basis. To some extent, this represents some conflict of interests. There exists, however, areas in which the parties share interests.

Considering such feelings and concerns, a process of site based management should be phased in, growing as trust is built between the groups and as interpersonal and problem solving skills grow. At each stage there should be written guidelines to which both parties agree. These guidelines should be periodically reviewed and, when appropriate, rewritten to reflect new levels of trust and comfort.

The guiding principle of Site Based Management Teams is that the school principal and the professional staff members should have the latitude to determine the allocation of human resources, material and time needed for effective student learning. The purpose of site based management is to create sufficient building autonomy, within the dictates of the school district, to maximize school resources. The school district will grant the schools spheres of autonomy within guidelines to maximize the goals of the system. This kind of delegation will enable schools to maximize their resources and energies for the improvement of the instructional program for students.

Site based management should provide all parties with the satisfaction that comes from ownership of the process. Most importantly, however, the process should provide a better environment and instructional program for the students of the school. In order to achieve these goals, members of the Site Based Management Teams shall be given the opportunity to make decisions that affect the schools in the following areas: instructional strategies, instructional support, curricular alternatives to meet individual needs of students, student wellness, school climate, parent/community involvement, extra curricular activity programs, facility cleanliness and security, staff morale, and financial priorities.

With that in mind, the following are initial guidelines:

- A. The sole purpose of site based management is the improvement of learning for students.
 - B. The primary level for site based management is the individual school.
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- C. There should be a district level committee whose function is to review and approve all proposals which differ from present practices and coordinate, show support for, provide needed resources to and advise or assist local building committees.
- D. The function of this committee shall in no way impact upon or alter the terms and conditions of employment set forth in the negotiated agreement then in place. Participation in a site based management team shall not limit, modify or alter the rights of the Board of Education nor shall it alter, modify or expand the rights of the bargaining unit.
- E. Any issue or aspect of an issue that falls under the legal authority of the principal shall be so labeled as soon as it is raised in discussion and the remainder of the discussion shall be guided by the feelings of concern in the matter by the principal.
- F. The primary decision making process shall be one of consensus. Consensus is a win-win approach where issues are discussed and solutions reviewed, suggested, and expanded to the point where all parties feel that their major objections have been listened to and removed and the recommendation is now at a point where they feel that the proposal has a chance for success and they are willing to support it. Consensus is reached when all members, even those not totally satisfied with the outcome, are at least willing to say that they are ready to give the recommendation a chance.
- G. Issues raised for discussion shall be those that reflect the concerns of the whole school. Wherever issues are raised that affect only one employee, then such matters shall be referred to individual discussions with the administrator.
- H. The specific discussion or proceedings of the committee(s) shall not be reported on or discussed in publications of either the association or administration in an attempt to influence the discussions. Results of the committee deliberations may be disseminated as agreed to by the committee(s) involved.
- I. All individuals participating in these decision making groups shall participate in periodic inservice sessions dealing with improving group decision making and problem solving processes.
- J. Minutes and records of discussions shall be maintained.
- K. Nothing in these guidelines shall in any way limit the legal authority of the chief executive officer of the school or the district to make decisions for which he/she is legally responsible, nor shall it prevent any member of a bargaining unit from initiating grievances relative to the contract and to avail him/herself of any of the provisions of the contract.
- L. In addition to the principal, the Site Based Management Team shall consist of three committee members elected by the entire staff and two members selected by the principal.
- M. Service on the committee shall be voluntary. Neither a staff member nor the Association shall assert any claim for compensation for services rendered as a member of this committee.

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#8220 HAZARDOUS ROUTES

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

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

Reference: Policy #822

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