

WESTFIELD PUBLIC SCHOOLS
Westfield, New Jersey 07090

OPERATIONS
8221
Emergency Closings

Page 1 of 2

8221 EMERGENCY CLOSINGS

The Superintendent may close the schools, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of pupils and staff members. The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules procedures for the proper and timely notification of concerned persons in the event of any emergency closing of the schools.

A. Inclement Weather

When schools are closed, the following are automatically excused from attendance: pupils, nurses, teachers, librarians, guidance counselors, aides, and secretaries. Absence of other personnel will be treated in accordance with the Rules and Regulations Regarding Employees' Absences.

B. Notification

A decision to close school because of inclemency of the weather will usually be made between 5:00 and 6:00 a.m. The Superintendent or designee will notify the Police and Fire Departments, television and radio stations. The district's emergency alert system will notify administrative personnel and members of the Board of Education.

All personnel and pupils should be advised to check the district's website. Area network television stations, the local cable company and local AM radio station will also provide school closing information.

C. Principals

When schools are closed because of inclement weather or emergency conditions, it is the responsibility of the Principals to resolve the emergency condition and to prepare the school and grounds to be in readiness for a reopening as soon as possible. Administrators will be on duty if the emergency condition in question so warrants.

In the accomplishment of those goals, both the Maintenance Supervisor and the Custodial Staff Coordinator must be on duty. When schools are closed, the Superintendent will determine what administrators shall remain on duty.

OPERATIONS
8221
Emergency Closings

Page 2 of 2

D. Duration

In case schools are closed more than one day, every effort will be made to advise personnel the night before. Procedures will be as above.

E. Other Reasons

When all schools are closed for any reason, the Superintendent or designee will notify the Police Department. Principals will notify the Police Department of the early closing of a single school. This should be done in writing if sufficient time is available.

F. Early Closing

In case of an early closing, principals/administrators and/or teachers will remain until all students in grades K-5 have been picked up by a designated adult.

Approved: May 20, 2003
First Reading: January 3, 2019
Second Reading: February 5, 2019

8310 - PUBLIC RECORDS

The Board of Education recognizes its responsibility to maintain the public records of this district and to make such records available to residents for inspection and reproduction. The Board designates the Business Administrator/Board Secretary as the custodian of government records for the district.

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

“Government records” include any record that has been required by law to be made, maintained, or kept on file by the Board, its officials, or its employees. A “government record” means any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of the official business of the Board of Education or that has been received in the course of the official business of the Board of Education.

A government record does not include any record within the attorney-client privilege, grievances filed, sexual harassment complaints, minutes of executive sessions, strategies for collective negotiations, health records of both students and staff, any buildings or facility records which, if disclosed, would jeopardize security, student records and personnel records.

Board meeting minutes may be inspected and copied as soon as they are approved by the Board of Education. . Minutes of executive/closed session Board meetings conducted in accordance with the Open Public Meetings Act will be preserved separately and will not be available for immediate public inspection. These minutes will be integrated with minutes of public meetings only after the matter discussed at the executive/closed session meeting has been made public.

The Board will release a staff member's name, title of position, salary, payroll record, length of service, date of separation and the reason therefore, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions.

The following information will not be released: test questions, scoring keys and other examinations for employment or for pupil achievement, information concerning individual pupil records or information regarding grievance or disciplinary proceedings against a pupil to the extent disclosure would reveal the identity of the pupil.

Where questions arise about the release of a record, Policy 8310 will be superseded by N.J.S.A. 47:1A-1.1.

Public Right of Inspection, Copies and Fees (N.J.S.A. 47:1A-2 et seq.)

Every citizen of this State also has the right, during such regular business hours and under the supervision of a representative of the custodian, to copy public records by hand, and will also have the right to purchase copies of such records.

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

First page to tenth page.....	\$0.50 per page
Eleventh page to twentieth page.....	\$0.25 per page
All pages over 20.....	\$0.10 per page

The custodian may permit any citizen who is seeking to copy more than 100 pages of records to use his own photographic process as long as there is no risk of damage to the records and it would not be incompatible with the efficient operation of the office or the transaction of public business.

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

Records which are sought to be inspected, copied, or examined pertaining to an investigation in progress by the Board will not be released without the approval of the Board attorney.

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

The custodian will permit the record to be inspected, examined, and copied during regular business hours.

Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

If the custodian can demonstrate its actual costs for duplication of a government record exceed the Board approved rates, the district is permitted to charge the actual cost of duplicating the record. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

The custodian will permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium or in some other meaningful form.

Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.

The custodian will adopt a form for use by any person who requests access to a government record held or controlled by the district. Requests for access to a government record will be in writing and hand-delivered, mailed, transmitted electronically, or otherwise conveyed to the custodian and the custodian will promptly comply with a request.

Any officer or employee of the district who receives a request for access to a government record may forward the request to the custodian of the record or direct the requestor to the custodian of the record.

The custodian will grant access to a government record or deny a request as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.

The custodian will post prominently in public view, in the part of the office of the custodian that is open to or frequented by the public, a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.

Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)

A person who is denied access to a government record by the custodian, at the option of the requestor, may institute a proceeding to challenge the custodian's decision by filing an action in Superior Court or in lieu of filing an action in Superior Court, file a complaint with the Government Records Council. If it is determined that access was improperly denied, the court or agency head shall order that access be allowed. A requestor who prevails in any proceeding shall be entitled to a reasonable attorney's fee.

N.J.S.A. 10:4-14

N.J.S.A. 47:1A-1.1 et seq.; 47:3-16

N.J.A.C. 6:3-6.1 et seq.

Cross reference: Policy 0168, Recording Board Meetings

Approved: September 23, 2003

First Reading: January 3, 2019

Second Reading: February 5, 2019

R 8310 PUBLIC RECORDS

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

"Board" means the Westfield Board of Education, school staff, including members of the administration, and any persons acting on behalf of the Board of Education.

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

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

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

1. Any paper, written or printed book, document, drawing, map, plan, photograph, microfilm, data processed or image processed document, information stored or maintained electronically or by sound-recording or in a similar device, or any copy thereof, that has been made, maintained or kept on file in the course of his or its official business of the Board of Education or that has been received in the course of his or its official business of the Board of Education.
2. A "government record" or "record" does not include inter-agency or intra-agency advisory, consultative, or deliberative material.

3. A “government record” or “record” does not include excluded information as outlined in N.J.S.A. 47:1A-1.1. The excluded information includes, but is not limited to, the following information which is deemed to be confidential as per N.J.S.A. 47:1A-1 et seq.:
- a. Victims’ records, except that a victim of a crime shall have access to the victim's own records;
 - b. Trade secrets and proprietary commercial or financial information obtained from any source. Trade secrets shall include data processing software obtained by the district under a licensing agreement which prohibits its disclosure;
 - c. Any record within the attorney-client privilege. This will not be construed as exempting from access attorney or consultant bills or invoices except that such bills or invoices may be redacted to remove any information protected by the attorney-client privilege;
 - d. Administrative or technical information regarding computer hardware, software and networks that, if disclosed, would jeopardize computer security;
 - e. Emergency or security information or procedures for any buildings or facility that, if disclosed, would jeopardize security of the building or facility or persons therein;
 - f. Security measures and surveillance techniques that, if disclosed, would create a risk to the safety of persons, property, electronic data or software;
 - g. Information that, if disclosed, would give an advantage to competitors or bidders;
 - h. Information generated by or on behalf of the Board or Board employees in connection with any sexual harassment complaint filed with the Board or with any grievance filed by or against an individual or in connection with collective negotiations, including documents and statements of strategy or negotiating position;
 - i. Information that is a communication between the district and its insurance carrier, administrative service organization or risk management office;
 - j. Information that is to be kept confidential pursuant to court order;

- k. That portion of any document which discloses the social security number, credit card number, unlisted telephone number or driver license number of any person; except for use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support; except with respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by Section 2 of P.L.1997, c. 188 (C.39:2-3.4); and except that a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor;
- l. Personnel and pension records of an individual, including records relating to any grievance filed by or against an individual, except the individual's name, title, position, salary, payroll record, length of service, date of separation and the reason therefore, the amount and type of pension he/she receives, and data, other than detailed medical or psychological information, that shows conformity with qualifications for employment and pensions. Personnel or pension records of any individual shall be accessible when required to be disclosed by law, when disclosure is essential to the performance of official duties of a person duly authorized by this State or the United States, or when authorized by an individual in interest;
- m. Test questions, scoring keys, and other examination data pertaining to the administration of an examination for employment or academic examination;
- n. Information concerning student records or grievance or disciplinary proceedings against a student to the extent disclosure would reveal the identity of the student; and
- o. All other information listed as being confidential and not a government record as defined in N.J.S.A. 47:1A-1.1.

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

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

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

1. The custodian will permit the government record to be inspected, examined, and copied by any person during regular business hours. In the case of a Board of Education having a total district enrollment of 500 or fewer, the custodian will permit the records to be inspected, examined and copied during not less than six regular business hours over not less than three business days per week or the entity's regularly-scheduled business hours, whichever is less, unless the government record is exempt from public access as per N.J.S.A. 47:1A-5.a.
2. Prior to allowing access to any government record, the custodian will redact from that record any information which discloses the social security number, credit card number, unlisted telephone number, or driver license number of any person, except:
 - a. If the record is being used by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf thereof, or any private person or entity seeking to enforce payment of court-ordered child support;

- b. With respect to the disclosure of driver information by the Division of Motor Vehicles as permitted by section 2 of P.L.1997, c. 188 (C.39:2-3.4);
- c. That a social security number contained in a record required by law to be made, maintained or kept on file by a public agency shall be disclosed when access to the document or disclosure of that information is not otherwise prohibited by State or Federal law, regulation or order or by State statute, resolution of either or both houses of the Legislature, Executive Order of the Governor, rule of court or regulation promulgated under the authority of any statute or executive order of the Governor; and
- d. Where an agency can demonstrate an emergent need, a regulation that limits access to government records shall not be retroactive in effect or applied to deny a request for access to a government record that is pending before the agency, the council or a court at the time of the adoption of the regulation.

E. Copy Purchase (N.J.S.A. 47:1A-5 et seq.)

- 1. The custodian shall charge the requestor a fee for a copy or copies of a government record in accordance with the provisions of N.J.S.A. 47:1A-5.b. Except as otherwise provided by law or regulation, the fee assessed for the duplication of a government record embodied in the form of printed matter shall be \$.05 per letter size page or smaller, and \$.07 per legal size page or larger.
 - a. If the school district can demonstrate that its actual costs for duplication of a government record exceed the per page rates, the school district shall be permitted to charge the actual cost of duplicating the record. The actual cost of duplicating the record, upon which all copy fees are based, shall be the cost of materials and supplies used to make a copy of the record, but shall not include the cost of labor or overhead expenses associated with making the copy except as provided for in N.J.S.A. 47:1A-5.c. and E.2. below.
 - b. The calculation of actual costs shall be as follows:
 - (1) The custodian should contact the school district's supplier(s) to determine the cost of paper and toner. A supplier is wherever the district obtains copying materials such as paper and toner.

- (2) The custodian should calculate or contact the copying company to determine the school district's annual school year copying volume. This volume shall not only include copies pertaining to OPRA requests, but shall include all copying on all copy machines in the district for all purposes.
 - (3) The custodian should contact the copying company to determine the average paper life of one toner/ink cartridge (i.e. how many pieces of paper the ink or toner should be able to copy).
 - (4) The custodian shall maintain documentation of all information provided by the copying company or office supplier (i.e. contracts or correspondence from purchasing agent or copying company) regarding this calculation.
 - (5) The actual calculation is the total cost of paper purchased for one school year plus the total cost of toner purchased for one school year divided by the annual copying volume. This calculation can be averaged for all copy machines in the district that produce letter and legal copies.
 - (6) Actual copy costs for special copies, such as color printing or blueprints copied within the school district, shall be calculated separately.
 - c. If the district's calculated per copy actual cost exceeds the enumerated rates set forth in N.J.S.A. 47:1A-5.b. and E.1. above, the school district, if challenged, must demonstrate its actual costs are indeed higher than those enumerated rates and are therefore justified.
 - d. Access to electronic records and non-printed materials shall be provided free of charge, but the district may charge for the actual costs of any needed supplies such as computer discs.
2. Whenever the nature, format, manner of collation, or volume of a government record embodied in the form of printed matter to be inspected, examined, or copied pursuant to this Regulation is such that the record cannot be reproduced by ordinary document copying equipment in ordinary business size or involves an extraordinary expenditure of time and effort to accommodate the request, the district may charge, in addition to the actual cost of duplicating the record, a special service charge that will be reasonable and will be based upon the actual direct cost of providing the copy or copies. The custodian will provide the requestor an opportunity to review and object to the charge prior to it being incurred.

3. A custodian shall permit access to a government record and provide a copy thereof in the medium requested if the district maintains the record in that medium. If the district does not maintain the record in the medium requested, the custodian will either convert the record to the medium requested or provide a copy in some other meaningful medium.
4. If a request is for a record in a medium not routinely used by the district; not routinely developed or maintained by the district or requiring a substantial amount of manipulation or programming of information technology, the district may charge, in addition to the actual cost of duplication, a special charge that will be reasonable and based on the cost for any extensive use of information technology, or for the labor cost of personnel providing the service, that is actually incurred by the district or attributable to the district for the programming, clerical, and supervisory assistance required, or both.
5. Immediate access ordinarily will be granted to budgets, bills, vouchers, contracts, including collective negotiations agreements and individual employment contracts, and public employee salary and overtime information.
6. The custodian will adopt a form for the use of any person who requests access to a government record held or controlled by the public agency. The form will provide:
 - a. Space for the name, address, and phone number of the requestor and a brief description of the government record sought;
 - b. Space for the custodian to indicate which record will be made available, when the record will be available, and the fees to be charged;
 - c. Specific directions and procedures for requesting a record;
 - d. A statement as to whether prepayment of fees or a deposit is required;
 - e. The time period within which the school district is required by N.J.S.A. 47:1A-1 et seq. to make the record available;
 - f. A statement of the requestor's right to challenge a decision to deny access and the procedure for filing an appeal;
 - g. Space for the custodian to list reasons if a request is denied in whole or in part;
 - h. Space for the requestor to sign and date the form; and
 - i. Space for the custodian to sign and date the form if the request is fulfilled or denied.

7. The custodian may require a deposit against costs for reproducing documents sought through an anonymous request whenever the custodian anticipates that the information thus requested will cost in excess of \$5.00 to reproduce.
8. Request for access to a government record shall be in writing and hand-delivered or mailed to the custodian. The custodian will also accept a request for access to a government record that is transmitted electronically.
9. The custodian will promptly comply with a request to inspect, examine, copy, or provide a copy of a government record.
10. If the custodian is unable to comply with a request for access, the custodian will indicate the specific basis therefore on the request form and promptly return it to the requestor.
11. The custodian will sign and date the form and provide the requestor with a copy thereof.
12. If the custodian asserts that part of a particular record is exempt from public access pursuant to N.J.S.A. 47:1A-1 et seq. the custodian will delete or excise from a copy of the record that portion which the custodian asserts is exempt from access and shall promptly permit access to the remainder of the record.
13. If the government record requested is temporarily unavailable because it is in use or in storage, the custodian will advise the requestor and will make arrangements to promptly make available a copy of the record.
14. If a request for access to a government record would substantially disrupt school district operations, the custodian may deny access to the record after attempting to reach a reasonable solution with the requestor that accommodates the interests of the requestor and the district.
15. Any officer or employee of the district who receives a request for access to a government record will forward the request to the custodian of the record or direct the requestor to the custodian of the record.

16. Unless a shorter time period is otherwise provided by statute, regulation, or executive order, the custodian will grant access to a government record or deny a request for access to a government record as soon as possible, but not later than seven business days after receiving the request, provided that the record is currently available and not in storage or archived.
 - a. In the event the custodian fails to respond within seven business days after receiving a request, the failure to respond will be deemed a denial of the request, unless the requestor has elected not to provide a name, address or telephone number, or other means of contacting the requestor.
 - b. If the requestor has elected not to provide a name, address, or telephone number, or other means of contacting the requestor, the custodian will not be required to respond until the requestor reappears before the custodian seeking a response to the original request.
 - c. If the government record is in storage or archived, the requestor will be so advised within seven business days after the custodian receives the request. The requestor will be advised by the custodian when the record can be made available. If the record is not made available by that time, access shall be deemed denied.
 17. A custodian will post prominently in public view in the part or parts of the office or offices of the custodian that are open to or frequented by the public a statement that sets forth in clear, concise and specific terms the right to appeal a denial of, or failure to provide, access to a government record by any person for inspection, examination, or copying or for purchase of copies thereof and the procedure by which an appeal may be filed.
- F. Challenge to Access Upon Denial (N.J.S.A. 47:1A-6)
1. A person who is denied access to a government record by the custodian, at the option of the requestor, may:
 - a. Institute a proceeding to challenge the custodian's decision by filing an action in Superior Court; or
 - b. In lieu of filing an action in Superior Court, file a complaint with the Government Records Council established pursuant to section 8 of P.L.2001, c. 404 (C.47:1A-7).

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

In Effect:

Regulations follow

Page 1 of 2

8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with federal, state, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent shall consult with the board attorney regarding which personnel records are mandated to be kept by law, and those to be kept for administrative purposes. The Superintendent and the board attorney shall be responsible for limiting access to administrative records to those that are consistent with New Jersey and Federal law.

The Superintendent shall establish the necessary regulations for maintaining both public and confidential employee records.

- A. The public file shall consist of an alphabetic index of those presently employed by the district in whatever capacity. The information in this file shall be limited to an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, and, if applicable, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives. The procedures for making this file available to the public will be in accordance with the Public Right to Know Law.
- B. The confidential file shall consist of an individual personnel folder and other computerized records. The information in these files shall include all records mandated by state and federal law; evaluation of performance; original application filed by the employee, original salary and increments; date of tenure; notations of commendation and disciplinary actions consistent with law.

Confidential personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the administrator's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.

OPERATIONS
8320
Personnel Records

Page 2 of 2

An employee may inspect his or her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his or her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employee verification forms, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of special physical and mental examinations.

N.J.S.A. 18A:18A-14.2

N.J.S.A. 18A:40-19

N.J.S.A. 18A:66-32

N.J.S.A. 47:1A-1 et seq.

Approved: November 16, 2004
First Reading: January 3, 2019
Second Reading: February 5, 2019

R 8320 PERSONNEL RECORDS

A. Content of Record

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

**OPERATIONS
R 8320
Personnel Records**

Page 2 of 4

- p. Oath of allegiance;
 - q. Reports of routine physical examinations;
 - r. Reports of physical and mental examinations required for cause
 - s. Employee Verification (NJ Public Law 2018, Chapter 5)
- 2. No information will be placed in an employees' file that does not pertain to the employee's position in this district and the performance of the employee's duties.
 - 3. The content of personnel files will be reviewed periodically by the Human Resources Specialist and material no longer required will be destroyed.
- B. Custodian of Personnel Records
- 1. The Superintendent or designee is custodian of all personnel records.
 - 2. Personnel records shall be maintained in the office of the Human Resources Specialist, who shall be records manager responsible for the day-to-day maintenance of the files and for supervising access to the files.
- C. Notice of Content of Files
- 1. Each employee shall be informed of the content of his or her personnel file upon request. Each employee will be notified of the inclusion in his or her file of any document that was not received from the employee or at the direction of the employee.
 - a. No evaluation form will be placed in a personnel file until it has been reviewed and signed by the employee.
 - b. No copy of a memorandum or letter sent by an administrator or other school official to an employee will be placed in the employee's file unless the original and copy include the notation "cc: Personnel File" or other clear indication of the author's intention to place the memorandum or letter in the employee's file.

**OPERATIONS
R 8320
Personnel Records**

Page 3 of 4

- c. No report or letter or memorandum from any source, other than documents referred to in C1b above, may be placed in an employee's file until a copy of the same has been delivered to the employee.

D. Employee Access to Personnel Records

1. Each employee shall be granted access to his or her personnel file in accordance with these regulations, except as may have been negotiated with the employee's majority representative.
2. Written request for access shall be submitted to the Human Resources Specialist. Except in unusual circumstances, access shall be granted only during the regular working hours of the office in which the file is kept.
3. The employee shall review the record in the presence of the Human Resources Specialist or designee and, at the employee's request, a representative of the employee.
4. No alteration or addition or deletion may be made to the file, except that the employee may append to any document in the file his or her comment on that document.
5. The employee may hand copy any portion of his or her file and may receive photocopies of records on payment of the copying fees established for copies of public records.

E. Appeal of Content of the File

1. The employee may appeal to the Superintendent the exclusion or inclusion of any portion of his or her personnel file or the accuracy of any information in the file.
2. An appeal must be made in writing on a form available in the office of the Superintendent.
3. The Superintendent shall render a decision on the appeal as soon as possible, but not later than ten working days from the time the written appeal is submitted. The Superintendent's decision shall be in writing and shall be delivered to the employee and the records manager responsible for the employee's file.

**OPERATIONS
R 8320
Personnel Records**

Page 4 of 4

4. Except as may be otherwise provided by contract negotiated with the employee's majority representative, the appellant may appeal the Superintendent's decision to the Board; a decision of the Board may be appealed to the Commissioner of Education.
- F. Access by Board Members and School Officials
1. Personnel files may be inspected by school officials only as required in the discharge of their professional or statutory duties and to the extent required in the discharge of those duties.
 2. Personnel files may be inspected by Board members when such inspection relates to the Superintendent's recommendation of a candidate for employment, promotion, transfer, dismissal, or discipline.
 3. Much of the information included in an employee's file is confidential; access to the employee's file for professional reasons necessarily imposes on the person reviewing the file the duty to respect the confidentiality of the record.
- G. Public Personnel Records
1. Public personnel records may include only the following information about an employee:
 - a. Name
 - b. Title
 - c. Current assignment;
 - d. Work experience;
 - e. Employment date; and date of separation if applicable
 - f. Salary guide and step.
 2. Access to Public Personnel Records
 - a. A request for access to public personnel records must be submitted in writing to the Business Administrator, who is the district's custodian of records.
 - b. All other procedures will be governed by Policy 8310 Public Records.
 - c. Information contained in public personnel records may be used in studies, reports, or surveys conducted by the district or a governmental agency and authorized by the Superintendent or designee, provided that such studies, reports, or surveys do not identify specific employees.

In Effect: November 16, 2004

8441 CARE OF INJURED AND ILL PERSONS

The Board of Education directs the Superintendent to provide for the prompt and appropriate medical attention for pupils, staff members, or visitors who are injured or become ill on school grounds or during a school sponsored event, activity, or field trip.

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the building principal or designee. Immediate steps may be taken, as necessary, to remove the injured or ill person from danger and/or to prevent exacerbation of the injury or illness. Basic first aid may be administered by district personnel to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.

The parents or legal guardians of an injured or ill pupil and, if necessary, the family of an injured or ill staff member or visitor will be notified promptly of the injury or illness and the ongoing health status of the injured or ill person. If the school nurse or school physician or, in the absence of both, the Principal or designee, determines the injured or ill person should receive a medical examination from their medical professional, the parent or legal guardian, or family member will be required to remove the injured or ill person from the school or school event or activity. In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity or field trip, emergency medical assistance will be contacted.

In the event it is determined by the school nurse and/or a medical professional that a pupil shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the pupil to a hospital or other emergency medical facility.

The school nurse, in consultation with the school physician, will develop basic emergency first aid procedures for the emergency treatment of an injury or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene.

OPERATIONS
8441
Care of Injured and Ill Persons
M
Regulations Follow
Page 2 of 2

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy 2431 and implementing regulations. Pupil disabilities attributable to substance abuse will be handled in accordance with Policy 5530 (Substance Abuse). Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy 8630 (Emergency School Bus Procedures).

N.J.A.C. 6A:16-2.1(a)4

Approved: January 13, 2004
Citation Revision: October 1, 2007
First Reading: January 3, 2019
Second Reading: February 5, 2019

R 8441 CARE OF INJURED AND ILL PERSONS

A. Injuries and/or Illness Requiring Immediate Attention

These regulations apply when a pupil, staff member, visitor, or other person on school grounds or during a school-sponsored event, activity, or field trip is injured or becomes suddenly ill. A school staff member shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal or designee.
2. If it is evident the illness or injury is serious and immediate medical attention may be required, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The injured or ill person shall be examined for any obvious injuries or health problems.
4. The injured or ill person shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem.
5. The injured or ill person shall not be moved, except as may be necessary to remove the person from a dangerous environment.
6. The injured or ill person should be made as comfortable as possible, without moving him/her.
7. No food or liquid should be given to the injured or ill person except on the orders of the school nurse or another medical professional.
8. The injured or ill person shall be informed when emergency medical assistance has been contacted.

OPERATIONS
R 8441
Care of Injured and Ill Persons

M

Page 2 of 2

B. Emergency First Aid Procedures

1. The school nurse or other medical professional will administer emergency first aid to an injured pupil, staff member, or visitor.
2. In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.
 - a. The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.
 - b. The school nurse will make such basic emergency first aid procedures available to school staff members.

In Effect:

8442 REPORTING ACCIDENTS

The Board of Education directs that all reasonable efforts be made to ensure a safe learning and working environment for the pupils and employees of this district. The Board requires that accidents be reported and evaluated so that legitimate employee claims for worker's compensation can be expedited. Any accident that results in an injury, however slight, to a pupil, an employee of the Board, or a visitor to the schools must be reported promptly and in writing to the district business office.

Injured persons shall be referred immediately to the school nurse for such medical attention as may be appropriate. The injured employee or visitor or the staff member responsible for an injured pupil shall complete a form, available in the office of the building principal, that includes the date, time and place of the incident; the names of persons involved; the nature of the injury, to the extent that it is known; and a description of all relevant circumstances. A copy shall be retained by the school nurse and a copy shall be sent to the business office.

Any employee of the Board who suffers a job-related injury must report the injury and its circumstances to the building principal or job supervisor, as appropriate, no later than twenty-four hours following the occurrence of the injury. After an injury requiring additional medical care, a note from the health care provider indicating that the injured pupil or employee is medically cleared to return to school or work is required. The failure of an employee to comply with this mandate may result in disciplinary action.

Approved: December 2, 2003
First Reading: January 3, 2019
Second Reading: February 5, 2019

Control of Communicable Disease

M

Regulations Follow

Page 1 of 1

8451 CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools.

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Westfield Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the Principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from a parent/guardian or designated emergency contact person of his or her family. If the school medical inspector or the school nurse is present in the building, his or her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his or her classroom until he or she presents written evidence of being free of communicable disease.. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the student.

Any pupil or adult who has weeping skin lesions that cannot be covered shall be excluded from school.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult for pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

N.J.S.A. 18A: 40-3; 18A: 40-7 et seq.
N.J.S.A. 26:4-4; 26:4-6
N.J.A.C. 6:29-1.3
N.J.A.C. 8:57-1.3; 8:57-1.6; 8:57-2.1 et seq.; 8:61-1.1

Approved: May 3, 2005
First Reading: January 3, 2019
Second Reading: February 5, 2019

R 8451 CONTROL OF COMMUNICABLE DISEASE

- A. Detection of Communicable Diseases
1. Teachers will be trained to detect communicable diseases in pupils by recognizing the symptoms of disease.
 2. In general, a pupil who shows one or more of the following symptoms should be sent to the school nurse for evaluation and/or treatment:
 - a. Pain, generalized or specific,
 - b. Chills,
 - c. Fever,
 - d. Earache,
 - e. Vomiting,
 - f. Sore throat,
 - g. Enlarged glands,
 - h. Skin eruption or lesions,
 - i. Runny nose,
 - j. Red and/or discharging eyes,
 - k. Persistent cough,

**OPERATIONS
R 8451
Control of
Communicable Disease**

Page 2 of 5

3. A student who shows symptoms of any of the following communicable diseases should be sent promptly to the school nurse for evaluation.
- a. Chicken pox: Small reddish, itchy eruptions on the skin resembling pimples or blisters, which later fill with fluid and form crusts; slight fever.
 - b. German measles (rubella): A common cold followed by a light red rash on face and body; small beady lumps behind ears; slight fever.
 - c. Measles (rubeola): Cold, runny nose, watery and light-sensitive eyes, fever, followed by bluish-white specks (Koplik spots) on inside of mouth, red blotchy rash, and dry cough.
 - d. Mumps: Tenderness and swelling of the salivary glands below and a little in front of the ear; fever.
 - e. Streptococcal infections (including scarlet fever, sore throat, and erysipelas): Sudden onset of fever, sore throat, strawberry tongue, followed by bright red rash on body, usually on the inner arm and thigh.
 - f. Whooping cough (pertussis): A common cold, with irritating cough, followed by repeated series of violent coughs without inhaling, often with respiratory whoops. Cough may end with vomiting.
 - g. Fifth disease (erythema infectiosum): Fine rash that is most apparent on the cheeks and later spreads to arms and legs, low grade fever.
 - h. Pink eye (conjunctivitis): Redness of white areas of eyes, accompanied by some itching; eyes may discharge pus and be light sensitive.
 - i. Impetigo (staphylococcus infection): Lesions.
 - j. Meningitis-meningococcal: Severe headache, chills, vomiting, convulsions, fever, stiff neck, pain in neck.
 - k. Hepatitis infectious: Fever, anorexia, nausea, malaise, abdominal discomfort, followed by jaundice.

**OPERATIONS
R 8451
Control of
Communicable Disease**

Page 3 of 5

4. Any person who is ill or infected with any disease below and as outlined in N.J.A.C. 8:57-1.3 or any communicable disease, whether confirmed or presumed will be reported immediately by the school Principal to the County Health Officer or to the New Jersey Department of Health if the County Health Officer is not available. Such telephone report will be followed up by a written report or electronic report within twenty-four hours of the initial report. The diseases to be immediately reported are:
 - a. Botulism (*Clostridium*);
 - b. Diphtheria (*Corynebacterium diphtheriae*);
 - c. *Haemophilus influenzae*, Type B Meningitis;
 - d. Hepatitis A, institutional settings;
 - e. Measles;
 - f. Meningococcal Meningitis ;
 - g. Pertussis (whooping cough, *bordetella pertussis*);
 - h. Plague (*Yersinia pestis*);
 - i. Poliomyelitis;
 - j. Rabies (human illness);
 - k. Rubella;
 - l. Viral hemorrhagic fevers, including but not limited to, Ebola Lassa and Marburg viruses;
 - m. Foodborne intoxications, including but not limited to, mushroom poisoning;
 - n. Any foodborne, waterborne, nosocomial, outbreak or suspected outbreak or any outbreak or suspected outbreak of unknown origin;
 - o. Any other disease included in N.J.A.C. 8:57-1.3.

**OPERATIONS
R 8451
Control of
Communicable Disease**

Page 4 of 5

The list of communicable diseases from the NJ Department of Health and Senior Services can be accessed at www.state.nj.us/health/cd/index.html.

B. Exclusion from School

1. A pupil who exhibits any of the symptoms described in A2 or whose condition suggests the presence of a communicable disease as described in A2, A3, or A4 will be sent to the school nurse's office. The teacher will ensure that the pupil is accompanied by an adult or responsible person.
2. The teacher will communicate to the school nurse, directly or by written note, the reason for which the pupil is sent for medical assessment.
3. The school nurse will examine the pupil and, in consultation with the school medical inspector if the pupil's condition so indicates, recommend to the Principal the pupil's exclusion from school for medical reasons.
4. In the event neither the school nurse or the school medical inspector is available to be consulted about the pupil's condition, the Principal may determine to exclude the pupil from school.
5. The parent, adult family member, or other responsible adult designated by the parent will be promptly notified by telephone of the pupils' exclusion and the need to be seen by a doctor as soon as possible. Until the adult arrives to remove the pupil, the pupil will be kept in an isolated location in the school and will be made as comfortable as possible. The pupil will be supervised at all times by a school staff member.

C. Readmission to School

1. A pupil who has been excluded from school or retained at home by reason of having or being suspected of having a communicable disease shall not be readmitted to school until the pupil presents written evidence from a medical provider that he/she is free of communicable disease.
2. Evidence that a student is free of communicable disease will consist of the certification of the school medical inspector or another qualified physician who has personally examined the student.

**OPERATIONS
R 8451
Control of
Communicable Disease**

Page 5 of 5

No student who has had a communicable disease will be readmitted to school until a physician's certificate indicating the symptoms of the disease have ceased has been provided to the Principal or designee or the school nurse.

D. Reports

1. The school nurse will file such reports as may be required by the New Jersey State Department of Health and in the reporting of communicable diseases in schools.
2. When the rate of school absenteeism is in excess of fifteen percent, the school nurse shall report the absenteeism to the local and/or the county Board of Health.
3. The teacher may, with the advice and consent of the Principal and the school nurse, inform the parents or legal guardians of pupils in his or her class that a pupil in the class has contracted a communicable disease. The information given to parents or legal guardians may include the specific symptoms of the disease and parents or legal guardians may be encouraged to consult their personal physicians for inoculations that may prevent the disease or ease the symptoms of the disease.

In Effect May 3, 2005

8453 HIV/AIDS

The Board of Education will comply with rules of the State Board of Education and the State Department of Health with regard to the admission and employment of persons who may be infected with Human Immunodeficiency Virus (HIV) or Acquired Immune Deficiency Syndrome (AIDS). AIDS or HIV infection shall not be considered a communicable disease for purposes of admission to or attendance in a school or for eligibility for educational transportation. "HIV infection" means infection with the human immunodeficiency virus or any other related virus identified as a probable causative agent of AIDS. Laboratory results indicative of infection with HIV shall mean laboratory results showing the presence of HIV or components of HIV, or laboratory results showing the presence of antibodies to HIV, or results from laboratory tests conducted to measure the presence of HIV RNA (viral load tests), such as quantitative PCR tests. "AIDS" means a condition affecting a person who has a reliably diagnosed disease that meets the criteria for AIDS specified by the Center for Disease Control of the United States Public Health Services.

No person, pupil or employee, will be excluded from school solely because he or she is infected with HIV or lives with or is related to a person infected with HIV. Pupils infected with HIV, including those who may be symptomatic or diagnosed with AIDS, may only be excluded from school for the same reasons as a pupil not infected with HIV or diagnosed with AIDS. A school employee infected with HIV may be restricted in his or her employment only if the employee has another illness that would affect his or her employment.

Any pupil excluded from the regular school program will be provided with home instruction in accordance with rules of the State Board of Education and Policy No. 2412 (Home Instruction).

No pupil, staff member, or visitor may attend or visit school if he or she has an uncoverable and/or uncovered weeping skin lesion, whether or not the person has been screened for HIV.

It is not required that anyone in the school be specifically notified that an HIV-infected pupil or employee is present. School employee physicals, student physicals and athletic physicals do not require disclosure of HIV status. Records of health and medical examinations should not include information about an individual's infection with HIV. Therefore, HIV/AIDS status is an exception to records required pursuant to student physical examinations, N.J.A.C. 6A:16-2.2, and school employee examinations, N.J.A.C. 6A:32-6.1 et seq. In the event that the school nurse or a school official is apprised that a pupil or employee is HIV-infected, the fact of the infection will be held in strict confidence and will not be classified as a communicable disease for admission, local health reporting or educational transportation.

**OPERATIONS
8453
HIV/AIDS**

Page 2 of 2

Information regarding a pupil's HIV-infection may be released only on the express written consent of the minor pupil's parent or legal guardian, or the adult pupil and only to those staff members who need to know the status in order to determine the pupil's educational program. The person who receives such information shall not reveal it to any other person without the express written consent of the minor pupil's parent or legal guardian, or the adult pupil.

The Board shall annually provide pupils, parents or legal guardians, staff members, school volunteers, and members of the community with information intended to increase awareness of HIV and AIDS, including information regarding the nature of the disease and its prevention. The Board will cooperate with other agencies to provide HIV/AIDS awareness information to the community.

N.J.S.A. 26:5C-5; 26:5C-6; 26:5C-7; 26:5C-8;
26:5C-9; 26:5C-10; 26:5C-11;
26:5C-12; 26:5C-13; 26:5C-14
N.J.A.C. 6A:-1.3; 6A:16-3.2; 6A:32-9.1
N.J.A.C. 8:57-2.1 et seq.

Approved: December 2, 2003
First Reading: January 3, 2019
Second Reading: February 5, 2019

R 8453 HIV/AIDS

The following procedures are designed to address the presence of Human Immunodeficiency Virus, HIV/AIDS in the school setting.

A. Pupils

1. For pupils identified as infected with HIV/AIDS who are enrolled or seeking enrollment in a school program, the regulations and procedures in this section shall apply. All information about the identity of a student with HIV/AIDS shall be kept confidential and shall comply with the provision of NJAC 6A:16-3.2.
2. Pupils with HIV/AIDS infection shall be admitted to the regular school setting.
 - a. The presence of HIV/AIDS infection in a pupil does not constitute reason for exclusion of such pupil from school, nor may a pupil so infected be excluded for reason of her/his own protection against possible exposure to the infectious diseases of others.
 - b. No sibling or other person in the same household as a pupil who has been diagnosed to have HIV/AIDS infection shall be excluded from attendance at school.
 - c. Any pupil or adult, with or without HIV/AIDS infection, shall be removed from school if and when the individual has weeping skin lesions that cannot be covered.

B. Employees

Adults with HIV/AIDS infection in all school settings shall not be restricted from their normal employment for reasons of the HIV/AIDS infection unless they have another illness which would restrict that employment.

In Effect: December 2, 2003

8670 TRANSPORTATION OF DISABLED PUPILS

The Board of Education shall provide transportation services for pupils with educational disabilities as required by law and dictated by the pupil's educational needs and physical welfare. The Board will provide the transportation specified as a related service in the program of special education approved for an educationally disabled pupil. Such transportation will conform to the pupil's Individualized Education Program (IEP) and the transportation requirements described by the Child Study Team or prescribed by the school physician. The district shall be given sufficient notice of implementation of changes to a pupil's IEP that affects transportation. Transportation to a placement outside this district will conform to the school calendar of the receiving school.

The transportation of an educationally disabled pupil may include such special equipment, services of aides, and arrangements for the pupil's mobility within the school building as will assure the pupil's safety and protection from harm. When necessary for the pupil's welfare, the case manager will provide the transportation coordinator and driver with specific information about the pupil.

The transportation of educationally disabled pupils to special education programs approved by the Board and located outside the state will conform to guidelines established by the New Jersey State Department of Education. Such transportation services will be dictated by the pupil's IEP and approved by the Child Study Team. The individual plan for an educationally disabled pupil's out-of-state transportation will be submitted to the Office of the County Superintendent prior to its implementation. In general, transportation of out-of-state educationally disabled pupils will be by the most economical and expeditious mode consistent with the pupil's special needs and will be limited to travel at the beginning and the ending of the school year.

State aid will be sought for the services provided in accordance with law and this policy. The Board directs that appropriate records be maintained and all relevant documentation be preserved in order that the district be properly reimbursed for the costs of transportation.

N.J.S.A. 18A:39-2.1; 18A:46-19.6; 18A:46-23
N.J.A.C. 6A:14-3.9(a)7; 6A:27-5.1 et seq.

Approved: January 13, 2004
Citation Revision: October 1, 2007
First Reading: January 3, 2019
Second Reading: February 5, 2019

8760 PUPIL ACCIDENT INSURANCE

The Board of Education recognizes injuries to pupils may occur from accidents occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

In accordance with the provisions of N.J.S.A. 18A:43-1, the Board is not required to, but may arrange for, maintain, and may pay the premiums for insurance coverage by a qualified insurer for loss sustained by pupils through accidental means while participating in those school activities insured by the Board's insurance provider. This insurance coverage, if purchased by the Board, will not cover all school activities and will be secondary insurance requiring all claims be submitted to the pupil's parent's or legal guardian's insurance provider before being submitted to the school district's insurance provider. All claim decisions and payment amounts will be made by the school district's insurance provider in accordance with the terms of the insurance policy purchased by the Board. The insurance coverage provided under this program will be based on a payment schedule and may not provide for full payment of such claims.

The Board, if such insurance is provided, may require payment to the Board by pupils to whom the benefit of such insurance is extended, of a proportional share of premiums or any part thereof in accordance with the provisions of N.J.S.A. 18A:43-2. In the event the Board requires such payment, the amount to be paid by pupils shall be established by a schedule determined by the Board, but no pupil electing not to participate in the accident insurance coverage shall be required to make any payment toward the cost of the premiums.

The Board may provide parent(s) or legal guardian(s) the opportunity to purchase insurance coverage, at no cost to the Board, for injury resulting from accidents sustained by pupils occurring in the course of attendance at school and participation in the athletic and co-curricular programs of the school district.

The Superintendent and/or designee will recommend suitable and qualified insurance providers for Board consideration and approval. Parent(s) or legal guardian(s) of pupils who may be eligible for such insurance coverage will be notified of its availability.

In accordance with the provisions of N.J.S.A. 18A:43-3, in the event the Board elects to provide this pupil accident insurance, it shall not be construed to impose any liability on the part of the Board for an injury sustained by a pupil as a result of or in connection with any activities outlined in N.J.S.A. 18A:43-1 or as a result of or in connection with the conduct of the physical education program of the school district.

N.J.S.A. 18A:43-1; 18A:43-2; 18A:43-3

First Reading: January 3, 2019

Second Reading: February 5, 2019

Adopted: