

# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7000/page 1 of 1

### R 7000 PROPERTY

<u>Number</u>	<u>Title</u>
R 7100	Long-Range Facilities Planning
R 7101	Educational Adequacy of Capital Projects
R 7230	Gifts, Grants, and Donations
R 7250	School and Facility Names
R 7300.1	Disposition of Instructional Property
R 7300.2	Disposition of Real Property
R 7300.3	Disposition of Personal Property
R 7300.4	Disposition of Federal Property
R 7410	Maintenance and Repair
R 7410.01	Facilities Maintenance, Repair Scheduling and Accounting
R 7420	Handling and Disposal of Body Wastes and Fluids
R 7420.1	Bloodborne Pathogen Exposure Control Plan
R 7420.2	Chemical Hygiene
R 7421	Indoor Air Quality Standards
R 7422	School Integrated Pest Management Plan
R 7430	School Safety
R 7432	Eye Protection Practices
R 7434	Smoking
R 7440	School Security
R 7441	Electronic Surveillance in School Buildings and On School Grounds
R 7510	Use of School Facilities
R 7610	Vandalism
R7650	School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7100/page 1 of 1  
Long-Range Facilities Planning  
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### R 7100 LONG-RANGE FACILITIES PLANNING

In order to plan for facilities needs and meet the requirements set forth in N.J.A.C. 6A:26-2.1 et seq. The Superintendent shall cause the completion of the Long-Range Facilities Plan (LRFP). The LRFP will include the requirements as set forth in N.J.A.C. 6A:26-2.2 et seq. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project will be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

The district may submit an amendment to an approved LRFP for review and approval by the Commissioner of Education at any time whenever it seeks to undertake a capital project that is inconsistent with the approved LRFP then in effect.

Issued: 8 January 2009

Revised: 7 September 2010



## R 7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the following criteria for educational adequacy must be reviewed and approved by the Division of Facilities and Transportation. The criteria are the number, configuration, size, location or use of educational spaces within a school facility. The review for educational adequacy will take into consideration the suitability of the number, configuration, size, location, and use of educational spaces; built-in furniture and equipment; and provisions for the disabled.

- A. Projects Requiring Approval for Educational Adequacy - N.J.A.C. 6A:26-5.1
1. Capital projects that involve the following types of building construction work require approval for educational adequacy:
    - a. New school facilities including pre-fabricated facilities;
    - b. Additions to existing school facilities;
    - c. Alterations to the total number, dimension in volume and/or area, configuration or location of educational spaces or the number of any one kind of educational space;
    - d. Change of use that requires alterations per A.1.c. above, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations;
    - e. Installation of temporary facilities; and
    - f. Any site or school facility change or alteration for the purpose of making the site and school barrier free and accessible to disabled persons pursuant to N.J.A.C. 5:23 and §504 of the Federal Rehabilitation Act of 1973, 29 U.S.C. §794 and the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
- B. New Jersey Economic Development Authority and Non-Authority Capital Projects
1. New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews as follows:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7101/page 2 of 6

Educational Adequacy of Capital Projects

- a. Authority School Facilities Projects - The district will apply for the review and approval for educational adequacy in conjunction with the application for approval of a school facilities project pursuant to N.J.A.C. 6A:26-3.1 et seq., and prior to the review and approval of capital projects for compliance with the Uniform Construction Code, N.J.A.C. 5:23, by the Division of Codes and Standards in the Department of Community Affairs, and prior to local share authorization. The educational adequacy review will cover three and in certain circumstances, see N.J.A.C. 6A:26-5.4, four types of project documents: educational specifications, schematic plans and related documents, detailed plans and specifications, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time of project application; the detailed plans and specifications, and final plans and specifications are forwarded by the authority to the Division after project approval, but prior to UCC approval.
- b. Non-authority School Facilities Projects - The district will apply for the review and approval for education adequacy as in subparagraph B.1.a. above. The educational adequacy review will cover three types of documents: educational specifications, schematic plans and related documents, and final plans and specifications. Educational specifications and schematic plans and related documents will be submitted to the Division by the district at the time of the project application. Final plans and specifications will be submitted to the Division by the district after project approval, but prior to UCC approval and local share or total costs of the school facilities project for a debt service aid authorization.
- c. Other Capital Projects - The district will apply for the review and approval for educational adequacy prior to the division review for consistency of the other capital project with the district's approved LRFP. The educational adequacy review will cover educational specifications, schematic plans and related documents, and final plans and specifications. The educational specifications and schematic plans and related documents will be submitted by the district at the time the project is reviewed for consistency with the district's approved LRFP. Final plans and specifications will be submitted to the Division by the district after the consistency review, but prior to UCC approval and local funding authorization.

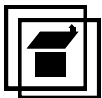


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7101/page 3 of 6  
Educational Adequacy of Capital Projects

- C. Change of Use of Instructional Space
  - 1. The district will submit any plan for change of use of instructional space to the County Superintendent of Schools for approval.
- D. Educational Specifications (N.J.A.C. 6A:26-5.2)
  - 1. Submissions of educational specifications for educational adequacy reviews will include the following:
    - a. Educational specifications will be prepared in writing describing in detail the educational program activities and requirements for each space proposed in the capital project, and will refer to the Core Curriculum Content Standards wherever appropriate;
    - b. An itemized list of furniture, equipment, and support spaces required to conduct the educational program specified for each space will be included, together with their estimated areas in square feet, as well as an estimate of the total room area required for each space;
    - c. Specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted; and
    - d. Educational specifications must contain a building space program that indicates the number and area in square feet of each instructional, specialized instructional, administrative and support space in each existing or proposed building included in the capital project.
- E. Schematic Plans and Other Related Project Documents (N.J.A.C. 6A:26-5.3)
  - 1. Submissions of schematic plans for educational adequacy reviews will include the following:
    - a. Six sets of schematic plans showing the entire existing and proposed building drawn to a scale of not less than 1/16 inch per foot will be submitted. The approved use of each space, and the proposed number of occupants, will be clearly labeled;
    - b. Schematic plans will be reviewed for conformance with the educational specifications and will include layouts of the built-in and moveable furniture and equipment for examples of all occupied spaces drawn to a scale of not less than 1/8 inch per foot;



# REGULATION

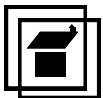
## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7101/page 4 of 6

Educational Adequacy of Capital Projects

- c. Information required to demonstrate compliance with the Facility Planning Standards of N.J.A.C. 6A:26-6.1 et seq. will be indicated on the schematic plans, including dimensions, clearances, ceiling heights, and required equipment;
  - d. Paths of travel for disabled persons will be clearly indicated;
  - e. Whenever site work is required, a completed plot plan will be submitted and on it will be shown the intended location of the school and a layout of the locations of all other structures, play and recreation areas, athletic fields, walkways, roadways, access roads, buffer and set back zones, and parking areas; and
  - f. Schematic plans will be signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent.
2. Other project documents to be submitted with the schematic plans will include:
- a. A project cost estimate on a form provided by the Commissioner of Education;
  - b. A project schedule;
  - c. A copy of the dated transmittal letter indicating project document submission to the County Superintendent;
  - d. A copy of the transmittal letter indicating the date of plan submission to the local planning board, whenever the building footprint, volume, pedestrian or vehicular access are altered by the project; and
  - e. The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title 6 of the Civil Rights Act of 1964 (42 U.S.C. § 2000a et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) and Title 2 of the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.), from the district and must make a positive recommendation in writing to the Division before schematic plans can be approved for any project that affects the capacity of individual buildings or their sending areas in the district.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7101/page 5 of 6  
Educational Adequacy of Capital Projects

- F. Detailed Plans and Specifications and Final Plans and Specifications (N.J.A.C. 6A:26-5.4)
1. In the case of an authority school facilities project, upon completion of detailed plans and specifications, the authority on behalf of the district will apply for final approval of the educational adequacy of the project. Detailed plans and specifications will be considered adequate for calculations of final eligible costs if the plans and specifications are sixty percent or more complete. Such application will include:
    - a. Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the Board and Superintendent, and specifications, to sufficiently demonstrate that the school facilities project conforms to schematic plans approved by the Division;
    - b. The fee calculated according to the fee schedule unless exempted pursuant to N.J.A.C. 6A:26-5.5; and
    - c. In the event there is a change affecting the number, configuration, size, location or use of educational spaces as set forth in the detailed plans and specifications submitted to the Department, the authority will submit such application to the Division with two sets of final plans and specifications, as set forth in subparagraph 2.a. below and no additional fee will be imposed.
  2. In the case of a non-authority school facilities project or another capital project, upon the completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project. Such application will include:
    - a. Two sets of detailed plans, drawn to a scale of not less than 1/8 inch per foot, signed and sealed by a New Jersey registered architect or licensed engineer and signed by the President of the local Board and Superintendent, and specifications, to sufficiently demonstrate that the capital project conforms to schematic plans approved by the Division;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7101/page 6 of 6

Educational Adequacy of Capital Projects

- b. A properly executed copy of a "Release Form for School Construction Plans" for a district which chooses to have a municipal code enforcing agency review of its plans for conformance with the UCC. The district's Superintendent and municipal code enforcing agency chief must sign this form. This form may be obtained from the Division;
- c. Copies of letters of approval from all other State agencies having jurisdiction over the project; and
- d. A check, payable to the "Treasurer, State of New Jersey," for the fee calculated according to the fee schedule unless exempted pursuant to N.J.A.C. 6A:26-5.5.

### G. Fee schedule and exemption

The Division of Facilities and Transportation will collect fees for its reviews according to N.J.A.C. 6A:26-5.5.

Issued: 8 January 2009





# REGULATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7230/page 1 of 3  
Gifts, Grants, and Donations

## R 7230 GIFTS, GRANTS, AND DONATIONS

### A. Definitions

1. "Gift" means a donation of any property, real or personal, including cash, to the school district, to any individual school or class, or to any school program.
2. "Donor" means any individual or organization that offers a gift.

### B. Gift Proposals

1. A gift proposal may be made to a Principal or administrator. When a gift is proposed to any staff member, the donor shall be referred to the Principal or administrator.
2. The Principal or administrator shall prepare and submit to the Superintendent a gift donation form for any gift that cannot be accepted directly in accordance with C1. The form will include:
  - a. The name, address, and phone number of the donor;
  - b. A description of the proposed gift, with serial numbers if applicable;
  - c. The class, school, and/or program to which the donation is made;
  - d. The cost to the district, if any, for moving, installation, and maintaining the gift; and
  - e. The donor's intention, if any, that the gift be a memorial.
3. A donor who proposes a gift of funds up to \$500.00 in amount will be invited by the appropriate Principal or administrator to discuss the dedication of the funds to a purchase that will enrich the school program. The donor will be encouraged to fund purchases not likely to be made with public funds.
4. Any proposed gift of value of \$1,000.00 or more will be referred to the Superintendent, who will invite the donor to confer with him/her on the dedication of the gift.
5. Principals and administrators are encouraged to keep a list of appropriate gifts as an aid to individuals and organizations seeking gift opportunities.



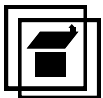
# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7230/page 2 of 3  
Gifts, Grants, and Donations

### C. Acceptance of Gifts

1. The Principal of the school or the administrator of the program in which a proposed gift is to be used may accept the gift directly, provided its value does not exceed \$500.00. Any such directly accepted gift must meet district standards for health and safety and must be promptly reported to the Superintendent.
2. All gifts of value greater than \$1,000.00 will be referred to the appropriate committee of the Board, and can be accepted only by resolution of the Board duly convened.
3. The staff members who would be professionally involved in the use of the gift will be consulted on its suitability in the educational program.
4. A gift of property may be submitted for professional assessment and evaluation before it is accepted, in order to determine the Board's potential liability for installation, maintenance, and/or repair.
5. The district purchasing officer will be consulted as to whether a proposed gift meets necessary district specifications. A gift that does not meet district health and safety standards will not be accepted.
6. A gift of money, whether or not it is dedicated to a specific purpose, will be accepted into the general account of the district. Any purchases made with the gift are subject to applicable state law and Board policy on advertising for bids and purchasing generally.
7. The donor of any accepted gift of property or cash will be notified in writing of the acceptance of the gift, the value of the gift in dollar amount, and the value of the gift to the educational program of the district.
8. A gift of over \$10,000 intended as a memorial will be fittingly recognized by means (such as a plaque or ceremony) approved by the donor and the Board in accordance with the guidelines.
9. Capital property accepted as a gift shall be insured for its replacement value.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7230/page 3 of 3  
Gifts, Grants, and Donations

### Donor Appreciation Guidelines

Amount of Donation	Recognition
Up to \$10,000	A 4" x 8" plaque on a monument wall or other suitable location
\$10,000 to \$25,000	An 8" x 12" plaque on a monument wall or other suitable location
\$25,000 to \$99,000	A 12" x 16" plaque on a monument wall or other suitable location
\$100,000 or more	A 24" x 36" plaque on a monument wall or other suitable location

For donations of \$250,000 or more, the Board will consider naming rights and appropriate signage such as sign/logo at the entrance of the facility and/or press box, if appropriate.

Issued: 8 January 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7250/page 1 of 3  
School and Facility Names

### R – SCHOOL AND FACILITY NAMES

#### Eligibility

The person being nominated must be retired or deceased no less than three years of date of application, except as otherwise provided for in policy.

#### Criteria

The Board will evaluate a nominee based on the following criteria:

1. Service and dedication to the Parsippany-Troy Hills Township School District.
2. Recognized excellence in the field of education.
3. Service to professional/civic organizations dedicated to the education and welfare of the children of the Parsippany-Troy Hills Township.
4. Other factors it chooses to consider.

#### Nomination Process

A completed Parsippany-Troy Hills Township School District Memorial/Recognition Form must be completed and submitted to the Board Secretary.

Date Adopted: 10 May 2012

Date Revised: 30 April 2015



# REGULATION

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7250/page 2 of 3  
School and Facility Names



## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT MEMORIAL/RECOGNITION NOMINATION FORM

### THE NOMINATOR

Name in full: \_\_\_\_\_

School if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (area code): \_\_\_\_\_ Email: \_\_\_\_\_

Relationship to Nominee: \_\_\_\_\_

The individual I wish to nominate was a:

(Please check one)

- Board of Education Member
- Community Member
- Retired Employee
- Other \_\_\_\_\_

Please provide the following:

- Nominating letter, not to exceed 3 pages
- Written supporting evidence which demonstrates the Nominee's outstanding qualities not detailed in the Nomination Letter

Staple any additional sheets to the Nomination Form and submit to the Board Secretary.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7250/page 3 of 3  
School and Facility Names



### THE NOMINEE DATA SHEET

Name in full: \_\_\_\_\_

School if applicable: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (area code): \_\_\_\_\_ Email: \_\_\_\_\_

Nomination Letter and Supporting Evidence: *(Additional pages may be attached if needed)*

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Date Adopted: 10 May 2012

Date Revised: 30 April 2015



## R 7300.1 DISPOSITION OF INSTRUCTIONAL PROPERTY

### A. Definition

“Instructional property” means textbooks as defined in Policy No. 2510 and resource materials as defined in Policy No. 2530, excluding textbooks and resource materials purchased with federal funds.

### B. Review

1. The Assistant Superintendent for Curriculum and Instruction shall appoint committees comprised of teachers, administrators, and librarians, as appropriate to the grade level and subject matter to assess periodically the continuing usefulness of instructional property in the school or program.
2. The committees will recommend for removal or replacement instructional property that:
  - a. Is so worn and/or damaged as to preclude effective use and economical repair or restoration,
  - b. Is so outdated as to no longer serve as worthy instructional tools,
  - c. Violates federal, state, or district affirmative action standards for nondiscriminatory materials, pursuant to Policy No. 2260, or
  - d. Although still useful, has been superseded by superior replacement materials.
3. The Assistant Superintendent for Curriculum and Instruction will receive and review the committee’s recommendations. A list of textbooks and materials approved for disposal will be sent to the Superintendent.
4. Approval by the Board of Education is required for disposing of instructional property. Any such recommendation must comply with Policy Nos. 2530 and 9130, which require that the reason for disposal accompany the recommendation. No material may be removed and disposed of solely because it presents ideas that may be unpopular or offensive to some.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.1/page 2 of 2  
Disposition of Instructional Property

### C. Disposal

1. Instructional property approved for disposal will be offered at no cost to any educational institution, public or private, willing to accept the property and pay the costs of packing and delivery.
2. Any remaining instructional property will be offered for sale to pupils, parent(s) or legal guardian(s), and community residents. Prices will reflect the reduced value of the property to the district by covering only the cost to the district of conducting the sale.
3. Any property remaining after offer of sale has been made will be donated to the parent-teacher organization or other community organization for sale in a book fair.
4. Any property remaining after offer of sale and donation has been made will be sold for scrap or, if unsalable, offered for recycle.

Issued: 8 January 2009





## R 7300.2 DISPOSITION OF REAL PROPERTY

### A. Definition

“Real property” means land and the structures upon the land and all immovable equipment and fixtures attached to the land or its structures, excluding property purchased with federal funds.

### B. Review

The decision to dispose of the real property of the district that is no longer suitable or convenient for the use for which it was acquired or is no longer needed for school purpose will be made by the Board of Education in accordance with N.J.S.A. 18A:20-5 et seq., N.J.A.C. 6A: 26-7.4 and Policy No. 7100.

### C. Department of Education Review and Approval

1. If the Board desires to have an approved site altered or disposed of through sale, transfer or exchange of all or part of the total acreage, including facilities, if applicable, a written request for approval of the disposal will be made to the Division of Facilities and Transportation, Department of Education.
2. The district will send a copy of the request to the County Superintendent of Schools who will make recommendations to the Division. The County Superintendent will provide a copy of the recommendations to the Board of Education.
3. The request will indicate whether the district intends to convey the site under an exception to the public requirements of N.J.S.A. 18A:20-9.
4. The Division will determine whether the disposal is consistent with the district’s approved Long-Range Facility Plan, or whether it has a negative impact on the educational adequacy of an individual site.
5. The Department of Education will notify the district of its approval or disapproval.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.2/page 2 of 2  
Disposition of Real Property

### D. Disposal

1. If the Department of Education approves the Board's request, the Board by the affirmative votes of a majority of its full number of members, may alter or dispose of through sale, transfer or exchange of all or part of the total acreage of an approved school site, including facilities if applicable.
2. Any such real property will be sold at public sale, in accordance with N.J.S.A. 18A:20-5 et seq., unless it is sold at private sale without advertisement to the State of New Jersey or a political subdivision of the state or otherwise conveyed or transferred as provided by statute.
3. The public sale will be advertised at least once a week for two weeks prior to the sale in the newspapers in which official announcements of this district are made.
4. After advertisement, the property will be sold to the highest bidder, except that:
  - a. The Board may by resolution fix a minimum price with or without reservation of the right, upon the completion of the public sale, to accept or reject the highest bid which reservation shall be included in the advertisement and given as public notice at the time of the sale, or
  - b. The Board may by resolution provide without fixing a minimum price that upon the completion of the public sale, the Board may accept or reject the highest bid received.

If the Board fails to accept or reject the highest bid by the second regular Board meeting following the sale, the bid will be deemed to have been rejected.
5. If no bid is received or if the bids that are received are rejected by the Board in the public interest, the Board may enter into negotiations with any interested party or parties for the sale or other disposal of the property, but shall offer a bidder a hearing upon the bidder's request before entering into such negotiations.
6. The acceptance or rejection of a negotiated price shall be by the affirmative votes of a majority of the full number of Board members at a regularly scheduled meeting.

Issued: 8 January 2009



## R 7300.3 DISPOSITION OF PERSONAL PROPERTY

### A. Definitions

1. “Personal property” means all property other than real property, as defined in Regulation No. 7300.2; instructional property, as defined in Regulation No. 7300.1; and federal property, as defined in Regulation No. 7300.4.
2. “Excess property” means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.
3. “Estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.

### B. Review

1. The Building Principal will compile a list of excess property in his/her building or program at the close of each school year.
2. The School Business Administrator/Board Secretary will receive lists prepared in accordance with paragraph B1 and will maintain a master, district-wide list of excess property.
3. The master list of excess property will be periodically distributed to all school facilities.
4. Any school or office may request transfer of excess property on the proper form, submitted to the School Business Administrator/Board Secretary. Requests will be granted in the order in which they are received.
5. An item transferred to another school or office will be removed from the district-wide list of excess property.
6. An item of personal property that has remained on the district-wide master list of excess property for thirty working days or more will be considered to be unusable and will be disposed of in accordance with Policy No. 7300 and this regulation.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.3/page 2 of 3  
Disposition of Personal Property

### C. Disposal at Public Sale

The Board may, by resolution and by sealed bid or public auction, authorize the sale of its personal property not needed for school purposes.

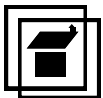
1. If the estimated fair value of the property to be sold exceeds fifteen percent of the bid threshold in any one sale and it is neither livestock nor perishable goods, it shall be sold at public sale to the highest bidder.
2. Notice of the date, time and place of the public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in the official newspaper.

Such sale shall be held not less than seven nor more than fourteen days after the publication of the notice thereof.

3. Personal property may be sold to the United States, the State of New Jersey, another Board of Education, any body politic, any foreign nation which has diplomatic relations with the United States, or any governmental unit in these United States by private sale without advertising for bids.
4. If no bids are received the property may then be sold at private sale without further publication or notice thereof, but in no event at less than the estimated fair value; or the Board may if it so elect to re-offer the property at public sale.

As used herein, "estimated fair value" means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any personal property not needed for school purposes to be sold pursuant to this section.

5. The Board may reject all bids if it determines such rejection to be in the public interest.
  - a. In any case in which the Board has rejected all bids, it may readvertise such personal property for a subsequent public sale.
  - b. If it elects to reject all bids at a second public sale, pursuant to this section, it may then sell such personal property without further publication or notice thereof at private sale, provided that in no event shall the negotiated price at private sale be less than the highest price of any bid rejected at the preceding two public sales and provided further that in no event shall the terms or conditions of sale be changed or amended.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.3/page 3 of 3  
Disposition of Personal Property

- c. If the estimated fair value of the property to be sold does not exceed the applicable bid threshold established pursuant to section C.1. above in any one sale or is either livestock or perishable goods, it may be sold at private sale without advertising for bids.
6. Notwithstanding the provisions of this regulation, by resolution of the Board, the purchasing agent may include the sale of personal property no longer needed for school purposes as part of specifications to offset the price of a new purchase.

Issued: 8 January 2009



## R 7300.4 DISPOSITION OF FEDERAL PROPERTY

### A. Definitions

1. “Federal property” means all property, real or personal or otherwise, purchased with federal grant funds, including instructional materials.
2. “Excess property” means personal property that is still usable but is no longer needed in a school building or instructional program or administrative office and is not required as a trade-in on a replacement purchase.
3. “Estimated fair value” means the market value of the property between a willing seller and a willing buyer less the cost to the Board to continue storage or maintenance of any excess property.

### B. Review

1. The School Business Administrator/Board Secretary will compile a list of excess federal property in the district at the close of each school year.
2. The list of excess federal property will be periodically distributed to all school facilities.
3. Any school may request the School Business Administrator/Board Secretary to transfer excess federal property to a currently or previously funded federal project or arrange a shared-time use with other such projects. Requests will be granted in the order in which they are received.
4. Property transferred to another school or office will be removed from the district-wide list of excess property.
5. Property that has remained on the list of excess federal property for thirty working days or more will be considered to be unusable and will either be traded in or reported to the State Department of Education with a request for disposal.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.4/page 2 of 3  
Disposition of Federal Property

### C. Trade-in

Federal property no longer usable may be traded in or sold and the proceeds are to be used to offset the cost of replacement equipment with the approval of the New Jersey Department of Education. The additional cost to acquire a replacement shall be charged directly to the federal program, if the program budget permits, and provided the Board of Education has approved the transaction by resolution.

### D. Disposal

1. Equipment no longer needed with a unit fair market value of \$5,000 or more may be retained for other uses provided compensation is made to the United States Department of Education. The amount of compensation shall be computed by applying the percentage of Federal participation in the cost of the original project or program to the current fair market value of the equipment. Payments shall be made to Treasurer, State of New Jersey-New Jersey Department of Education.
2. The School Business Administrator/Board Secretary will request disposition instructions from the Secretary of the United States Department of Education for equipment no longer wanted by the school district.

If so instructed or if the disposition instructions are not issued in one hundred twenty calendar days after the request is received by the Secretary, the equipment will be sold in accordance with No. 3 below.

3. Equipment no longer needed and/or wanted with a unit fair market value of less than \$5,000 and more than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, shall be disposed of with no further obligation of the school district and as follows:
  - a. Notice of the date, time, and place of public sale, together with a description of the items to be sold and the conditions of sale, shall be published once in a legal newspaper. (N.J.S.A. 18A:18A-45b)
  - b. A sale shall be held not less than seven nor more than fourteen days after publication of the newspaper notice. (N.J.S.A. 18A:18A-45b)
  - c. If no bids are received, the Board may readvertise the public sale or sell the property at private sale without public notice. Any such property sold at private sale cannot be sold for less than the estimated fair value of the property. (N.J.S.A. 18A:18A-45d)



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7300.4/page 3 of 3  
Disposition of Federal Property

- d. The Board may reject all bids if it determines that such rejection is in the public interest. If all bids are rejected, the Board may readvertise the property for a second public sale. (N.J.S.A. 18A:18A-45e)
  - e. If the Board rejects all bids at the second public sale, the Board may sell the property at private sale without public notice, provided the selling price at private sale is at least as high as the highest bid received at the two preceding public sales, and the terms and conditions announced at the public sales are unchanged. (N.J.S.A. 18A:18A-45e)
4. Federal property with a unit value of less than fifteen percent of the bid threshold, as per N.J.S.A. 18A:18A-45a, may be disposed of at private sale with no further obligation of the school district and as follows:
    - a. The School Business Administrator/Board Secretary shall establish the sale price and make reasonable efforts to find private buyers. The price charged shall be fair in value, but in no case can it be less than the costs incurred by the Board in arranging the sale and maintaining and delivering the property.
    - b. Property that remains unsold after thirty working days shall be given without cost to another school district or a charitable organization or institute within the school district.
    - c. Property that has not been claimed after thirty working days shall be offered for scrap or, if that is not feasible, discarded.
  5. If there is a residual inventory of unused supplies exceeding \$5,000 in total aggregate value upon termination or completion of the Federal project or program, the school district shall retain the supplies for use on non-Federal activities or sell them, but shall, in either case, compensate the Federal government for its share. The amount of compensation shall be computed in the same manner as for equipment.

The supplies acquired with Federal funds may not be used to provide services to non-Federal outside organizations for a fee that is less than private companies charge for equivalent services unless specifically authorized by Federal statute.

34 CFR Subtitle A Section 74.34, 74.35 and 80.32

Issued: 8 January 2009





## R 7410 MAINTENANCE AND REPAIR

### A. Inspection

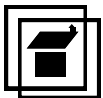
1. The Principal and the appropriate custodial staff member shall inspect the facility daily for proper functioning and cleanliness.
2. The Principal with the appropriate custodial staff member shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.

### B. Reports

1. Reports of each inspection required in paragraph A1 and paragraph A2 will be made on the Automated School Dude Work Order System.
2. The Supervisor of Buildings and Grounds will maintain a list of those repairs to be performed by the district staff and those that require the services of an outside contractor on the School Dude System.

### C. Repairs by District Staff

1. Any teaching staff member may prepare, on the prescribed form, a work order request for repairs and/or maintenance. The Building principal will process the request on the School Dude system that is then forwarded to the Supervisor of Buildings and Grounds.
2. The Supervisor of Buildings and Grounds will assign a priority to those work orders to be performed by district staff. The priority code will be:
  - a. Emergency, for work that must be done immediately,
  - b. High Priority, for work that affects health or safety,
  - c. Normal Priority, for work that affects neither health nor safety, and
  - d. Low Priority, for work that can be completed during the summer months or whenever staff is available.

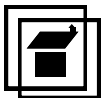


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7410/page 2 of 3  
Maintenance and Repair

3. Work scheduled to be performed by the district staff shall be entered on a work order form unless an emergency exists in which case the form may be filed after the repair has been made.
  4. The work order form shall include, at a minimum, the following information:
    - a. Name of the person making the request;
    - b. Date of request;
    - c. Location of repair,
    - d. A description of the work to be performed,
    - e. Scheduled date of completion, and
    - f. Signature of the Supervisor.
- D. Repairs by Outside Contractors
1. When it appears to be necessary to utilize outside contracting services to effect a repair, the Principal, head custodian, and any other interested staff member will confer in the preparation of a job specification.
  2. The Supervisor of Buildings and Grounds shall prepare a purchase requisition for submission to the School Business Administrator/Board Secretary that indicates:
    - a. The recommended vendor(s),
    - b. The work required and its location,
    - c. The reason why the work cannot be done by district staff, and
    - d. The estimated cost as obtained from at least three contractors.
  3. The Supervisor of Buildings and Grounds shall be responsible for supervising the conduct of the work.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7410/page 3 of 3  
Maintenance and Repair

### E. Replacements and Improvements

1. The Supervisor of Buildings and Grounds will prepare a replacement schedule that lists all district equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not scheduled shall be submitted to the Principal or the Supervisor of Buildings and Grounds by the end of October on a budget request form for consideration in the next annual budget.
3. A comprehensive district maintenance plan shall be prepared in accordance with N.J.A.C. 6A:26A-3.1 in order to meet facility needs and comply with law.

Adopted: 8 January 2009  
Revised: 2 March 2010



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7410.01/page 1 of 2

Facilities Maintenance, Repair Scheduling and Accounting  
M

### R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING

A school district with three or more district buildings shall have an automated work order system by July 1, 2010 for prioritizing, performing and recording all maintenance and repair requests for all district buildings and grounds.

#### A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of pupils and/or staff, the work order system shall include the following information for a request for work before work begins:
  - a. The name of the person making the request;
  - b. The date of the request;
  - c. The appropriate approval(s) as established by SOP;
  - d. The date of approval(s);
  - e. The location of work requested;
  - f. The priority level (for example, urgent, high, average, low);
  - g. The scheduled date(s) of service;
  - h. The trade(s) needed such as general maintenance worker, custodian, carpenter, plumber, electrician, HVAC, grounds, roofer, masonry, glazer, other;
  - i. A description of the work requested;
  - j. A projection of the materials and supplies needed for the work;
  - k. The estimated man hours needed to complete task;
  - l. The name of the work order assigner; and
  - m. The name of the employee(s) working on the order.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7410.01/page 2 of 2

Facilities Maintenance, Repair Scheduling and Accounting

3. The work order system shall include the following close-out information for each request for work:
  - a. The actual hours worked by date for each assigned staff member;
  - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
  - c. The aggregate cost of labor by regular, over-time and total;
  - d. The actual materials and supplies needed to complete the work order;
  - e. Actual cost of materials and supplies; and
  - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except where prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.
6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects, and other factors that will improve productivity and efficiency.

Adopted: 8 January 2009

Revised: 2 March 2010



## R 7420 HANDLING AND DISPOSAL OF BODY WASTES AND FLUIDS

### A. Definitions

1. “Body wastes and fluids” includes a person’s blood, semen, drainage from scrapes and cuts, feces, urine, vomitus, respiratory secretions (e.g., nasal discharge), and saliva. Body fluids of all persons should be considered to potentially contain infectious agents.
2. “Disinfectant” means an intermediate level agent that will kill vegetative bacteria, fungi, tubercle bacillus, and viruses and has been registered by the U.S. Environmental Protection Agency for use as a disinfectant in medical facilities and hospitals. The following classes of disinfectants are acceptable, with hypochlorite solution (A2c) preferred for objects that may be put in the mouth:
  - a. Ethyl or isopropyl alcohol (70%);
  - b. Phenolic germicidal detergent in a 1% aqueous solution;
  - c. Sodium hypochlorite with at least 100 ppm available chlorine (one-half cup household bleach in one gallon water, freshly prepared for each use);
  - d. Quaternary ammonium germicidal detergent in 2% aqueous solution; and
  - e. Iodophor germicidal detergent with 500 ppm available iodine.
3. “Person” means any person on school premises or at a school-related activity, including pupils, staff members, and visitors, whether or not the person has a communicable disease or has been exposed to a communicable disease.

### B. Precautions

1. Whenever possible, direct contact with body wastes and fluids should be avoided.
2. The wearing of protective gloves is required whenever direct hand contact with body wastes and fluids is anticipated, such as in treating a bloody nose, handling clothing soiled by incontinence, and cleaning small spills by hand.



# REGULATION

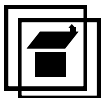
## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420/page 2 of 4

Handling and Disposal of Body Wastes and Fluids

3. Disposable protective gloves shall be worn by any person in the removal of body wastes and fluids and the treatment or disinfection of any items or surfaces that have come in contact with body wastes and fluids.
  4. A supply of disposable protective gloves shall be maintained in the office of the school nurse and shall be freely available to all staff members.
- C. When Bodily Contact with Body Wastes or Fluids Occurs
1. Hands and other skin areas that have come in contact with a person's body wastes or fluids must be thoroughly washed by the use of soap and vigorous scrubbing of all contacted surfaces under running water for at least ten seconds. Hands and other skin areas should then be dried with paper towels.
  2. Gloves soiled by contact with body wastes and fluids or in the cleaning of soiled items and surfaces should be promptly removed and placed in a plastic bag or lined trash can, secured, and disposed of daily.
- D. Removal of Body Wastes and Fluids From the Environment
1. A sanitary absorbent agent, designed to absorb and disinfect body wastes and fluids, will be applied in accordance with instructions supplied with the material.
  2. When the fluid is absorbed, the material will be vacuumed or swept up and the vacuum bag or sweepings will be disposed of in a plastic bag or lined trash can, secured, and disposed of daily.
  3. The broom and dust pan used in sweeping will be rinsed in a disinfectant. No special handling is required for the vacuuming equipment.
  4. Any disposable items (such as paper towels and tissues) used to clean up will be placed in a plastic bag or lined trash can, secured, and disposed of daily.
- E. Treatment of Soiled Items
1. Items such as clothing and fabric towels should be rinsed under cold running water to remove body wastes and fluids. If necessary for the treatment of stains, the item may be soaked in cold water.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420/page 3 of 4

Handling and Disposal of Body Wastes and Fluids

2. If such prerinsing is required, gloves should be used when rinsing or soaking the items in cold water prior to bagging. Clothing should be sent home for washing with appropriate directions to parents/teachers.
  3. Rinsed items may be stored in a plastic bag until further treatment can be given. A pupil's soiled clothing should be placed in a plastic bag with prepared laundry instructions for the parent(s) or legal guardian(s).
  4. Clothing and other items soiled by body wastes and fluids should be laundered separately in soap and water. The use of a household chlorine bleach is recommended; if the material is not colorfast, a nonchlorine bleach may be used.
  5. Soiled disposable items (e.g., tissues, cotton balls, band aids, paper towels, diapers) should be handled in the same manner as disposable gloves.
- F. Treatment of Soiled Rugs
1. Body wastes and fluids should be removed as provided in D.
  2. A rug shampoo with a germicidal detergent should be applied with a brush and, when dried, vacuumed.
  3. The vacuum bag will be placed in a plastic bag or lined trash can, secured, and disposed of daily.
- G. Disinfection of Hard Surfaces
1. Employees are to wear gloves while disinfecting hard surfaces and equipment.
  2. Body wastes and fluids should be removed as provided in D and a disinfectant applied to the affected surface.
  3. Mops should be soaked in the disinfectant after use and rinsed thoroughly or washed in a hot water cycle.
  4. Disposable cleaning equipment and water should be placed in a toilet or plastic bag as appropriate.
  5. Nondisposable cleaning equipment (such as dust pans and buckets) should be thoroughly rinsed in the disinfectant.





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420/page 4 of 4

Handling and Disposal of Body Wastes and Fluids

6. The disinfectant solution should be promptly discarded down a drain pipe.
7. Gloves should be discarded in appropriate receptacles.

### H. Disposal of Sharps

“Sharps” are defined as any instrument used to inject fluids into or draw fluids out of humans. Included are the pricks used for tine tests and blood sampling.

1. The school nurse shall keep a log of all sharps used on a monthly basis. One copy of the log shall be maintained with the nurse’s files and one copy submitted to the Director of Special Services.
2. All sharps shall be placed in a medical waste container that is:
  - rigid
  - leak resistant
  - impervious to moisture
  - have sufficient strength to prevent tearing or bursting under normal conditions of use and handling
  - puncture resistant
  - sealed to prevent leakage during transport
  - labeled

When the medical waste container is 75% full, the school nurse shall advise the Director of Special Services, who will arrange, by work order, to have the container picked up. The words, “Medical Waste”, shall be clearly typed across the top of the work order form.

The Director of Special Services will arrange for the contracted vendor to pick up the sharps container. The vendor will provide a completed transmittal form at the time of pick up. A copy of the transmittal form will be kept by the school nurse and a copy submitted to the Director of Special Services.

Adopted: 8 January 2009



## R 7420.1 BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

### A. Definitions

1. “Bloodborne pathogens” means pathogenic microorganisms that are present in human blood and can cause disease in human beings, including but not limited to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV).
2. “Exposure incident” means a specific eye, mouth, other mucous membranes, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.
3. “Occupational exposure” means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or any other body fluid that may result from the performance of an employee's duties.
4. “Parenteral” means piercing mucous membranes or the skin barrier through such events as needle sticks, human bites, cuts, and abrasions.
5. “Source individual” means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

### B. Exposure Determination

The employees in this school district who have occupational exposure are those employees whose duties require close contact with pupils and include the job classifications designated by the Superintendent.

### C. Workplace Controls

1. Universal precautions shall be observed to prevent contact with blood or other potentially infectious materials. All body fluids shall be considered potentially infectious materials, whether or not the presence of bloodborne pathogens is determined and whether or not body fluid types can be differentiated.
2. All blood and body fluids shall be handled in accordance with Regulation No. R 7420, Handling and Disposal of Body Wastes and Fluids, which is incorporated herein as if set forth in its entirety.



## D. Hepatitis B Vaccination

1. Hepatitis B vaccination shall be made available to each employee identified as having occupational exposure, after the employee has received training in bloodborne pathogens and within ten working days of his/her initial assignment, unless
  - a. The employee has previously received the complete hepatitis B vaccination series,
  - b. Antibody testing has revealed that the employee is immune,
  - c. The vaccine is contraindicated for medical reasons, or
  - d. The employee declines to receive the vaccine and signs the required statement to that effect, except than an employee who has declined to receive the vaccine and later decides to receive it shall be again offered the vaccine.
2. Hepatitis vaccination shall be made available without cost to employees, at a reasonable time and place, under the supervision of a licensed physician or other licensed healthcare professional, and in accordance with recommendations of the U.S. Public Health Service current at the time of the vaccination.
3. All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

## E. Post Exposure Evaluation and Follow-Up

Whenever an exposure incident is reported, the exposed employee shall be promptly offered a confidential medical evaluation and follow-up.

1. The route(s) of exposure and the circumstances under which exposure occurred shall be documented.
2. The identity of the source individual shall be documented, unless the Board establishes that identification is not feasible or is prohibited by state or federal law.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420.1/page 3 of 7

Bloodborne Pathogen Exposure Control Plan

3. Unless the identified source individual's infection with HBV or HIV infection is already known, the identified source individual's blood shall be tested for HBV and HIV infectivity, provided that the source individual has consented to the test for HBV and HIV infectivity or when consent is not required by the law. When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
4. The results of any blood testing of the source individual shall be made available to the exposed employee, and the employee shall be informed of all laws and regulations regarding disclosure of the identity and infectious status of the source individual.
5. The exposed employee's blood shall be collected as soon as possible after the exposure and on the employee's consent for HBV and HIV serological status. The employee may withhold consent for HIV serological testing for up to ninety days, during which his/her blood sample shall be preserved.
6. The exposed employee shall be offered post-exposure prophylaxis, when medically indicated, as recommended by the U.S. Public Health Service; counseling; and evaluation of any reported illnesses.

### F. Communication of Hazards to Employees

Any container that holds blood or other potentially infectious material shall be conspicuously labeled with a sign that its contents are a biohazard, in accordance with federal regulations. 29 C.F.R. 1910.1030(g).

### G. Training Program

1. Employees with occupational exposure must participate in a training program, which shall be provided at no cost to the employee and during working hours.
2. Employees shall receive training on their initial assignment to a position with occupational exposure within ninety days after the effective date of the exposure and annually thereafter. Employees shall also receive training whenever any modifications in the position affects exposure except that any such training may be limited to the new exposures created.
3. Training materials shall be appropriate in content and vocabulary to the educational level, literacy, and language of employees.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420.1/page 4 of 7

Bloodborne Pathogen Exposure Control Plan

4. The training program shall include as a minimum:
  - a. An accessible copy of the OSHA regulation on bloodborne pathogens, 29 C.F.R. 1910.1030, and an explanation of its contents,
  - b. A general explanation of the epidemiology and symptoms of bloodborne diseases,
  - c. An explanation of the modes of transmission of bloodborne pathogens,
  - d. An explanation of this Exposure Control Plan and the means by which the employee can obtain a copy of the plan,
  - e. An explanation of the appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials,
  - f. An explanation of the use and limitations of methods that will prevent or reduce exposure, including work practices and personal protective equipment,
  - g. Information on the types, proper use, location, removal, handling, decontamination, and disposal of personal protective equipment,
  - h. An explanation of the basis for selection of personal protective equipment,
  - i. Information on the hepatitis B vaccine, including information on its efficacy, safety, method of administration, the benefits of vaccination, and the free availability of the vaccine and vaccination,
  - j. Information on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials,
  - k. An explanation of the procedure to be followed if an exposure incident occurs, including the method of reporting that incident and the medical follow-up that will be made available,
  - l. Information on the post-exposure evaluation and follow-up that the employer is required to provide after an exposure incident,
  - m. Information regarding the labeling of biohazardous materials, and



# REGULATION

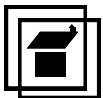
## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420.1/page 5 of 7

Bloodborne Pathogen Exposure Control Plan

- n. An opportunity for interactive questions and answers with the person conducting the training session.
5. The person conducting the training shall be knowledgeable in the subject matter covered as is relates to the workplace that the training will address.
- H. Recordkeeping
1. The district will establish and maintain an accurate medical record for each employee with occupational exposure in accordance with 29 CFR 1910.1020. The record shall include:
    - a. The name and social security number of the employee;
    - b. A copy of the employee's hepatitis B vaccination status including the dates of all the hepatitis B vaccinations and any medical records relative to the employee's ability to receive vaccinations required by Section D. of this regulation;
    - c. A copy of all results of examinations, medical testing, and follow-up procedures as required by Section E. of this Regulation;
    - d. The district's copy of the healthcare professional's written opinion as required by 29 C.F.R. 1910.1030 (f)5;
    - e. A copy of the information provided to the healthcare professional as required by 29 C.F.R. 1910.1030 (f)(4)ii(B)(C) and (D);
    - f. The district shall ensure the employee's medical records required in Policy 7420 and this Regulation are kept confidential and are not disclosed or reported without the employee's express written consent to any person within or outside the workplace except as required by law; and
    - g. The medical records required in this section must be maintained by the district for at least the duration of employment of the employee plus thirty years in accordance with 29 CFR 1910.1020.
  2. The district will maintain training records for three years from the date on which the training occurred. These records shall include:
    - a. The dates and contents or summary of the training sessions; and



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420.1/page 6 of 7

Bloodborne Pathogen Exposure Control Plan

- b. The names and qualifications of persons conducting the training and the names and job titles of all persons attending the training sessions.
  3. The district will ensure the training records required by this section of the Regulation be made available to authorized State and federal agencies, employees, and employee representatives upon request. Employee medical records required by this section of the Regulation shall be provided upon request for examination and copying to the subject employee, to anyone having written consent of the subject employee, and to authorized State and federal agencies in a accordance with State and federal laws.
  4. The district shall comply with the requirements involving the transfer of records set forth in 29 CFR 1910.1020(h).
  5. The district shall establish and maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the log shall be recorded and maintained in such a manner as to protect the confidentiality of the injured employee. The log shall contain, at a minimum: the type and brand of device involved in the incident; the department or work area where the exposure incident occurred; and an explanation of how the incident occurred. This log shall be maintained for the period required by 29 CFR 1904.6.
- I. District's Exposure Control Plan
1. The District's Exposure Control Plan shall be reviewed at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure and to reflect new or revised employee positions with occupational exposure. The review and update of the Plan shall also
    - a. Reflect changes in technology that eliminate or reduce exposure to bloodborne pathogens; and
    - b. Document annually consideration and implementation of appropriate, commercially-available, and effective safer medical devices designated to eliminate or minimize occupational exposure.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7420.1/page 7 of 7

Bloodborne Pathogen Exposure Control Plan

### J. Staff Input

1. The Superintendent and/or designee shall solicit input from non-managerial employees who are potentially exposed to injuries from contaminated sharps in the identification, evaluation, and selection of effective engineering and work practice controls and shall document this solicitation in the Exposure Control Plan.

Adopted: 8 January 2009



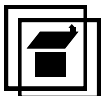


## R 7420.2 CHEMICAL HYGIENE

### A. Definitions

The following terms shall be defined as specified in 29 CFR 1910:

1. “Action level” means a concentration designated in 29 CFR part 1910 for a specific substance, calculated as an eight hour time-weighted average, which initiates certain required activities such as exposure monitoring and medical surveillance.
2. “Carcinogen” (see "select carcinogen").
3. “Chemical Hygiene Officer” means an employee who is designated by the employer, and who is qualified by training or experience, to provide technical guidance in the development and implementation of the provisions of the Chemical Hygiene Plan. This definition is not intended to place limitations on the position description or job classification that the designated individual shall hold within the employer’s organizational structure.
4. “Chemical Hygiene Plan” means a written program developed and implemented by the employer which sets forth procedures, equipment, personal protective equipment and work practices that (i) are capable of protecting employees from the health hazards presented by hazardous chemicals used in that particular workplace and (ii) meets the requirements of a Chemical Hygiene Plan.
5. “Combustible liquid” means any liquid having a flashpoint at or above 100°F (37.8°C) but below 200°F (93.3°C), except any mixture having components with flashpoints of 200°F (93.3°C) or higher, the total volume of which make up 99 percent or more of the total volume of the mixture.
6. “Compressed gas” means:
  - a. A gas or mixture of gases having, in a container, an absolute pressure exceeding 40 psi at 70°F (21.1°C); or
  - b. A gas or mixture of gases having, in a container, an absolute pressure exceeding 104 psi at 130°F (54.4°C) regardless of the pressure at 70°F (21.1°C); or

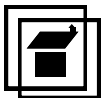


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7420.2/page 2 of 10  
Chemical Hygiene

- c. A liquid having a vapor pressure exceeding 40 psi at 100°F (37.8°C) as determined by ASTM D-323-72.
7. “Designated area” means an area which may be used for work with "select carcinogens," reproductive toxins or substances which have a high degree of acute toxicity. A designated area may be the entire laboratory, an area of a laboratory or a device such as a laboratory hood.
8. “Emergency” means any occurrence such as, but not limited to, equipment failure, rupture of containers or failure of control equipment which results in an uncontrolled release of a hazardous chemical into the workplace.
9. “Employee” means an individual employed in a laboratory workplace who may be exposed to hazardous chemicals in the course of his/her assignments.
10. “Explosive” means a chemical that causes a sudden, almost instantaneous release of pressure, gas, and heat when subjected to sudden shock, pressure, or high temperature.
11. “Flammable” means a chemical that falls into one of the following categories:
  - a. “Aerosol, flammable” means an aerosol that, when tested by the method described in 16 CFR 1500.45, yields a flame projection exceeding 18 inches at full valve opening, or a flashback (a flame extending back to the valve) at any degree of valve opening:
  - b. “Gas, flammable” means
    - (1) A gas that, at ambient temperature and pressure, forms a flammable mixture with air at a concentration of 13 percent by volume or less; or
    - (2) A gas that, at ambient temperature and pressure, forms a range of flammable mixtures with air wider than 12 percent by volume regardless of the lower limit.
  - c. “Liquid, flammable” means any liquid having a flashpoint below 100°F (37.8°C) except any mixture having components with flashpoints of 100°F (37.8°C) or higher, the total of which make up 99 percent or more of the total volume of the mixture.



- d. “Solid, flammable” means a solid, other than a blasting agent or explosive as defined in § 1910.109(a), that is liable to cause fire through friction, absorption of moisture, spontaneous chemical change, or retained heat from manufacturing or processing, or which can be ignited readily and when ignited burns so vigorously and persistently as to create a serious hazard. A chemical shall be considered to be a flammable solid if, when tested by the method described in 16 CFR 1500.44, it ignites and burns with a self-sustained flame at a rate greater than one-tenth of an inch per second along its major axis.
12. “Flashpoint” means the minimum temperature at which a liquid gives off a vapor in sufficient concentration to ignite when tested as follows:
- a. Tagliabue Closed Tester (See American National Standard Method of Test for Flash Point by Tagliabue Closed Tester, Z11.24-1979 (ASTM D 56-79)) for liquids with a viscosity of less than 45 Saybolt Universal Seconds (SUS) at 100°F (37.8°C) that do not contain suspended solids and do not have a tendency to form a surface film under test; or
  - b. Pensky-Martens Closed Tester (see American National Standard Method of Test for Flash Point by Pensky-Martens Closed Tester A11.7-1979 (ASTM D 93-79)) for liquids with a viscosity equal to or greater than 45 SUS at 100°F (37.8°C) or that contain suspended solids, or that have a tendency to form a surface film under test; or
  - c. Setaflash Closed Tester (see American National Standard Method of Test for Flash Point by Setaflash Closed Tester (ASTM D 3278-78)).

Organic peroxides, which undergo autoaccelerating thermal decomposition, are excluded from any of the flashpoint determination methods specified above.

13. “Hazardous chemical” means a chemical for which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees. The term "health hazard" includes chemicals which are carcinogens, toxic or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, hepatotoxins, nephrotoxins, neurotoxins, agents which act on the hematopoietic systems, and agents which damage the lungs, skin, eyes, or mucous membranes.



Appendices A and B of the Hazard Communication Standard (29 CFR 1910.1200) provide further guidance in defining the scope of health hazards and determining whether or not a chemical is to be considered hazardous for purposes of this standard.

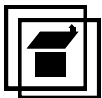
14. "Laboratory" means a facility where the "laboratory use of hazardous chemicals" occurs. It is a workplace where relatively small quantities of hazardous chemicals are used on a non-production basis.
15. "Laboratory scale" means work with substances in which the containers used for reactions, transfers, and other handling of substances are designed to be easily and safely manipulated by one person. "Laboratory scale" excludes those workplaces whose function is to produce commercial quantities of materials.
16. "Laboratory-type hood" means a device located in a laboratory, enclosure on five sides with a movable sash or fixed partial enclosed on the remaining side; constructed and maintained to draw air from the laboratory and to prevent or minimize the escape of air contaminants into the laboratory; and allows chemical manipulations to be conducted in the enclosure without insertion of any portion of the employee's body other than hands and arms.

Walk-in hoods with adjustable sashes meet the above definition provided that the sashes are adjusted during use so that the airflow and the exhaust of air contaminants are not compromised and employees do not work inside the enclosure during the release of airborne hazardous chemicals.

17. "Laboratory use of hazardous chemicals" means handling or use of such chemicals in which all of the following conditions are met:
  - a. Chemical manipulations are carried out on a "laboratory scale";
  - b. Multiple chemical procedures or chemicals are used;
  - c. The procedures involved are not part of a production process, nor in any way simulate a production process; and
  - d. "Protective laboratory practices and equipment" are available and in common use to minimize the potential for employee exposure to hazardous chemicals.



18. "Medical consultation" means a consultation which takes place between an employee and a licensed physician for the purpose of determining what medical examinations or procedures, if any, are appropriate in cases where a significant exposure to a hazardous chemical may have taken place.
19. "Organic peroxide" means an organic compound that contains the bivalent -O-O- structure and which may be considered to be a structural derivative of hydrogen peroxide where one or both of the hydrogen atoms has been replaced by an organic radical.
20. "Oxidizer" means a chemical other than a blasting agent or explosive as defined in § 1910.109(a), that initiates or promotes combustion in other materials, thereby causing fire either of itself or through the release of oxygen or other gases.
21. "Physical hazard" means a chemical for which there is scientifically valid evidence that it is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive.
22. "Protective laboratory practices and equipment" means those laboratory procedures, practices and equipment accepted by laboratory health and safety experts as effective, or that the employer can show to be effective, in minimizing the potential for employee exposure to hazardous chemicals.
23. "Reproductive toxins" means chemicals which affect the reproductive capabilities including chromosomal damage (mutations) and effects on fetuses (teratogenesis).
24. "Select carcinogen" means any substance which meets one of the following criteria:
  - a. It is regulated by OSHA as a carcinogen; or
  - b. It is listed under the category, "known to be carcinogens," in the Annual Report on Carcinogens published by the National Toxicology Program (NTP) (latest edition); or
  - c. It is listed under Group 1 ("carcinogenic to humans") by the International Agency for Research on Cancer Monographs (IARC) (latest editions); or



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7420.2/page 6 of 10  
Chemical Hygiene

d. It is listed in either Group 2A or 2B by IARC or under the category, "reasonably anticipated to be carcinogens" by NTP, and causes statistically significant tumor incidence in experimental animals in accordance with any of the following criteria:

- (1) After inhalation exposure of 6-7 hours per day, 5 days per week, for a significant portion of a lifetime to dosages of less than 10 mg/m<sup>3</sup>;
- (2) After repeated skin application of less than 300 (mg/kg of body weight) per week; or
- (3) After oral dosages of less than 50 mg/kg of body weight per day.

25. "Unstable (reactive)" means a chemical which is in the pure state, or as produced or transported, will vigorously polymerize, decompose, condense, or will become self-reactive under conditions of shocks, pressure or temperature.

26. "Water-reactive" means a chemical that reacts with water to release a gas that is either flammable or presents a health hazard.

### B. Employee Exposure

The Board shall provide for initial and periodic monitoring of any employees if there is reason to believe that exposure levels to an OSHA regulated substance will exceed permissible limits as specified in 29 CFR part 1910 subpart Z. Monitoring may only be terminated in accordance with the relevant standard. The Supervisor of Buildings and Grounds will notify in writing affected employees within fifteen working days of the results of monitoring either individually or by posting the results in a location accessible to all employees.

### C. Chemical Hygiene Plan

1. The Superintendent shall cause the development of a Chemical Hygiene Plan by the Supervisor of Buildings and Grounds which shall include at least the following elements and indicate specific measures the Board will take to ensure employee protection:

- a. Standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7420.2/page 7 of 10  
Chemical Hygiene

- b. Criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices; particular attention shall be given to the selection of control measures for chemicals that are known to be extremely hazardous;
  - c. A requirement that fume hoods and other protective equipment are functioning properly and specific measures that shall be taken to ensure proper and adequate performance of such equipment;
  - d. Provisions for employees information and training as prescribed by 29 CFR Part 1910;
  - e. The circumstances under which a particular laboratory operation, procedure or activity shall require prior approval from the employer or the employer's designee before implementation;
  - f. Provisions for medical consultation and medical examinations in accordance with 29 CFR Part 1910;
  - g. Designation of personnel responsible for implementation of the Chemical Hygiene Plan including the assignment of a Chemical Hygiene Officer and, if appropriate, establishment of a Chemical Hygiene Committee; and
  - h. Provisions for additional employee protection for work with particularly hazardous substances. These include "select carcinogens", reproductive toxins and substances which have a high degree of acute toxicity. Specific consideration shall be given to the following provisions which shall be included where appropriate:
    - (1) Establishment of a designated area;
    - (2) Use of containment devices such as fume hoods or glove boxes;
    - (3) Procedures for safe removal of contaminated waste; and
    - (4) Decontamination procedures.
2. The plan shall be capable of protecting employees from health hazards associated with hazardous chemicals in laboratories and keeping exposure below specified limits.



## D. Employee Information and Training

The Supervisor of Buildings and Grounds shall provide employees with information and training to ensure that they are apprised of the hazards of chemicals present in their work area. The information shall be provided at the time of the employees initial assignment to the work area and whenever new exposure situations arise. Refresher information shall be provided as the situation with regard to hazardous chemicals changes. Employees shall be informed of (1) the contents of federal standards relating to hazardous chemicals; (2) the location and availability of the chemical hygiene plan; (3) the permissible exposure limits as established by OSHA; (4) signs and symptoms associated with exposure to hazardous chemicals used in the laboratory and (5) the location and availability of known references on the hazards, safe handling, storage and disposal of hazardous chemicals.

Employee training shall include (1) methods and observations used to detect the presence or release of hazardous chemicals; (2) the physical and health hazards of chemicals in the work area; (3) the measures employees can use to protect themselves, including specific procedures the Board has implemented to protect employees; (4) training on the applicable details of the Board's Chemical Hygiene Plan.

## E. Medical Consultation

The Board will provide all employees who work with hazardous chemicals an opportunity to receive medical attention, including follow-up examinations the physician deems necessary under the following circumstances:

1. Whenever an employee develops signs or symptoms associated with a hazardous chemical to which the employee may have been exposed in the laboratory, the employee shall be provided an opportunity to receive an appropriate medical examination.
2. Where exposure monitoring reveals an exposure level routinely above the action level (or in the absence of an action level, the PEL) for an OSHA regulated substance for which there are exposure monitoring and medical surveillance requirements, medical surveillance shall be established for the affected employee as prescribed by the particular standard.





3. Whenever an event takes place in the work area such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. Such consultation shall be for the purpose of determining the need for a medical examination.

F. Information Provided to the Physician

The employer shall provide the following information to the physician:

1. The identity of the hazardous chemicals(s) to which the employee may have been exposed;
2. A description of the conditions under which the exposure occurred including quantitative exposure data, if available; and
3. A description of the signs and symptoms of exposure that the employee is experiencing, if any.

G. Physician's Written Opinion Shall Include:

1. Any recommendation for further medical follow-up;
2. The results of the medical examination and any associated tests;
3. Any medical condition which may be revealed in the course of the examination which may place the employee at increased risk as a result of exposure to a hazardous chemical found in the workplace; and
4. A statement that the employee has been informed by the physician of the results of the consultation or medical examination and any medical condition that may require further examination or treatment.

H. Hazard Identification

With respect to labels and material data sheets, the Board shall (1) ensure that labels on incoming containers of hazardous materials are not removed or defaced; (2) maintain material safety data sheets and ensure they are available to employees, and (3) comply with federal regulations with regard to chemical substances produced within the laboratory, assuming that if a substance is produced whose composition is not known that it will be assumed it is hazardous.



I. Use of Respirators

Where respirators are required to maintain exposure below permissible limits, they will be provided to the employee at no cost and will comply with the requirements of 29 CFR 1910.134.

J. Recordkeeping

The Supervisor of Buildings and Grounds shall establish and maintain for each employee exposed to hazardous chemicals an accurate record of any measurements taken to monitor employee exposures and any medical consultation and examinations including tests or written opinions required by federal standards. The Board shall assure that records are kept, transferred and made available in accordance with 29 CFR 1910.1020.

Adopted: 8 January 2009



## R 7421 INDOOR AIR QUALITY STANDARDS

### A. Definitions

1. "Air contaminants" - refers to substances contained in vapors from paint, cleaning chemicals, pesticides, solvents, particles, outdoor air pollutants and other airborne substances which together may cause material impairment to employees working within the enclosed workplace.
2. "Building related illnesses" - describes specific medical conditions of known etiology which can be documented by physical signs and laboratory findings. Such illnesses include sensory irritations when caused by known agents, respiratory allergies, asthma, nosocomial infections, humidifier fever, Legionnaires' Disease, and the signs and symptoms characteristic of exposure to chemical or biologic substances such as carbon monoxide, formaldehyde, pesticides, endotoxins, or mycotoxins.
3. "Building systems" - include the heating, ventilating and air-conditioning (HVAC) system, the energy management system and all other systems in a facility which may impact indoor air quality.
4. "Department" - Department of Health and Senior Services
5. "Designated person" - a person who is designated by the administration to take necessary measures to assure compliance with indoor air quality standards.
6. "HVAC system" - means the collective components of the heating, ventilation and air conditioning systems including, but not limited to, filters and frames, cooling coil condensate drip pans and drainage piping, outside air dampers and actuators, humidifiers, air distribution ductwork, automatic temperature controls, and cooling towers.
7. "HVAC System Commissioning Report" - means a document normally prepared by an architect or engineer that provides verification that the HVAC system is operating in conformity with the design intent.
8. "Office Building" - means a building in which administrative and/or clerical activities are conducted. Examples of facilities and/or operations which are not office buildings include schools, repair shops, garages and print shops.



9. “Renovations and remodeling” - means building modification involving activities that include, but are not limited to; removal or replacement of walls, roofing, ceilings, floors, carpet and components such as moldings cabinets, doors, and windows; paintings; decorating; demolition; surface refinishing; and removal or cleaning of ventilating ducts.
- B. Compliance Program
- The Superintendent will designate the Supervisor of Buildings and Grounds who is given the responsibility to assure compliance with indoor air quality standards. The designated person will assure that at least the following actions are limited and documented:
1. Establishing and following a preventative maintenance schedule for heating, ventilating and air conditioning (HVAC) systems that are in accordance with manufacturer’s recommendations or with accepted practice for the HVAC system.
  2. Implementing the use of general and local exhaust ventilation where housekeeping and maintenance activities involve the use of equipment or products that could reasonably be expected to result in hazardous chemicals or particulate exposure above the Permissible Exposure Limit (PEL).
  3. When the carbon dioxide level exceeds 1,000 parts per million (ppm), the designated person will check to make sure the HVAC system is operating properly. If it is not, the designated person will take necessary steps as outlined in 1. above.
  4. Check to make sure HVAC systems are working properly when the building temperatures are outside of the range of 68 to 79 degrees Fahrenheit. If it is not, the designated person will take necessary steps as outlined in 1. above.
  5. If contamination of the make-up air supply is identified and documented, then the make-up inlets and/or exhaust outlets shall be re-located or the source of the contamination eliminated. Sources of make-up air contamination may include contaminants from sources such as cooling towers, sanitary vents, vehicular exhausts from parking garages, loading docks and street traffic.
  6. Assure that buildings without mechanical ventilation have operable windows, doors, vents, stacks and other portals designated or used for natural ventilation are operational.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7421/page 3 of 4  
Indoor Air Quality Standards

7. Promptly investigate all employee complaints of signs or symptoms that may be associated with building-related illnesses.
- C. Air Quality During Renovation and Remodeling
1. Renovation work and/or new construction that results in the diffusion of dust, stone and other small particles, toxic gases or other harmful substances in quantities hazardous to health will be safeguarded by means of local ventilation or other protective devices to ensure the safety of employees. Renovation areas in occupied buildings shall be isolated and dust and debris shall be confined to the renovation or construction area.
  2. Before use of paints, adhesives, sealants, solvents, or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturers of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information shall be used to select products and to determine necessary measures to be taken to comply with indoor air quality standards.
  3. The designated person will notify employees at least twenty-four hours in advance, or promptly in emergency situations of work to be performed on the building that may induce air contaminants into their work area.
- D. Recordkeeping
1. The maintenance schedule shall be updated by the designated person to show all maintenance performed on the building systems. The schedule shall include the date such maintenance was performed and the name of the person or company performing the work.
  2. The records required to be maintained by this section shall be retained for at least three years and be available on request to employees and employee representatives and Department representatives for examination and copying.
- E. Response To A Signed Complaint From The Department
1. Within ten working days of receipt of the complaint notification from the Department, the designated person will respond in writing to the Department. The response may include any combination of the following:



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7421/page 4 of 4  
Indoor Air Quality Standards

- a. A statement that the complaint is unfounded;
  - b. A description of any remedial action already taken;
  - c. An outline of any remedial measures planned but not yet taken, with a timeline for completion; and/or
  - d. A statement that a study of the problem, with a timetable for completion of the study, has been initiated.
2. Where remedial measures are planned or a study initiated, they shall be completed as soon as feasible. The designated person will submit, to the Department, a written report describing the remedial measures implemented and/or a copy of the study's report within fifteen working days of completion.
  3. Permits for remedial work shall be obtained as required by N.J.A.C. 5:23 (the New Jersey Uniform Construction Code). All work requiring a permit shall be performed in compliance with N.J.A.C. 5:23.
- F. In response to an employee complaint to the Department, the designated person will provide any of the following documents, if available, and requested by the Department:
1. As-built construction documents;
  2. HVAC system commissioning reports;
  3. HVAC systems testing, adjusting and balancing reports;
  4. Operations and maintenance manuals;
  5. Water treatment logs; and
  6. Operator training materials.

Issued: 8 January 2009

Revised: 11 June 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7422/page 1 of 10  
School Integrated Pest Management Plan  
M

### R 7422 SCHOOL INTEGRATED PEST MANAGEMENT PLAN

#### A. Definitions

1. “Commissioner” means the Commissioner of Environmental Protection.
2. “Department” means the Department of Environmental Protection.
3. “Integrated Pest Management Coordinator” or “coordinator” means an individual who is knowledgeable about integrated pest management systems and has been designated by the Board, as the Integrated Pest Management Coordinator (IPMC) pursuant to the New Jersey School Integrated Pest Management Act. The IPMC is authorized to perform the statutory IPM responsibilities of the Board of Education.
4. “Low Impact Pesticide” means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the “Federal Insecticide, Fungicide, and Rodenticide Act,” 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.
5. “Pesticide” means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. “Pesticide” shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.
6. “Plan” means the school district’s goals regarding the management of pests and the use of pesticides on all school property. The plan shall be developed in accordance with the requirements of N.J.S.A. 13:1f-19 through 33.
7. “School” means any public or private school as defined in N.J.S.A. 18A:1-1.



8. “School Integrated Pest Management Policy” means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other non-chemical methods, and when non-chemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.
9. “School pest emergency” means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a pupil or staff member.
10. “School property” means any area inside and outside of the school buildings controlled, managed, or owned by the school district.
11. “Staff member” means an employee of the school district, including administrators, teachers, and other persons regularly employed by the school district, but shall not include an employee hired by the school district or the State to apply a pesticide or a person assisting in the application of a pesticide.
12. “Universal notification” means notice provided by the school district to all parents or legal guardians of children attending a school, and staff members of the school district.

**B. Integrated Pest Management Coordinator (IPMC)**

The Supervisor of Buildings and Grounds shall be designated the Integrated Pest Management Coordinator (IPMC) of the school district. The Integrated Pest Management Coordinator (IPMC) shall:

1. Maintain information about individual schools, the school district’s Integrated Pest Management Policy, and about pesticide applications on the school property of the schools within the school district;
2. Act as a contact for inquiries about the School Integrated Pest Management Policy; and



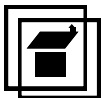


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7422/page 3 of 10  
School Integrated Pest Management Plan

3. Maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property or in the schools in the school district.
- C. Initial Inspection
1. Establish a baseline of current pest problem(s);
  2. Identify all of the conducive conditions that are causing and/or may cause future pest problem(s);
  3. Installation of insect monitors throughout the school in strategic locations installed by your pest management provider (PMP);
  4. Documentation of current pest populations and all conducive conditions. This report will then be discussed between the IPM Coordinator and the PMP; and
  5. Installation of the Consumer Information Sheet and Pest Sighting Log Book.
- D. Monitoring and Surveillance
1. Continuous inspections of all of the insect monitors to guide and evaluate indoor pest populations; and
  2. Logging any pest(s) found on insect monitors in the pest surveillance data logbook and replacement of insect monitors if necessary. Note that insect monitors depend on their conditions, and should be replaced every three months.
- E. Proper Pest Identification
1. If a pest is found on an insect monitor, the pest must first be properly identified. Proper pest identification is paramount to any IPM program because this information is needed when considering control options. For example, proper pest identification informs the PMP as to a pest's biology, life cycle, breeding habits, habitat preferences, which are all necessary components of implementing an IPM program;
  2. After the pest(s) have been properly identified, the PMP will notify the IPM Coordinator of the same; and
  3. If no pest(s) are found, the insect monitors are re-inspected on the following service.



F. Discussion and Implementation of Pest Control Options

1. Various pest control options (in control option order as shown):

No Action;  
Structural Modification;  
Sanitation;  
Mechanical Controls;  
Habitat Modification;  
Biological Control;  
Low-Impact Pesticide Application; and  
Non-Low Impact Pesticide Application.

G. Continuous Monitoring

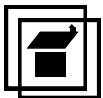
1. Continuous monitoring of the area that experienced the pest problem(s);
2. Evaluating the pest control strategy implemented;
3. Logging the pest results found on insect monitor, if any, following the control measures implemented;
4. If necessary, readjusting the pest control strategy implemented; and
5. Continuous inspections of all of the insect monitors to guide and evaluate indoor pest populations.

H. Maintenance of Records of Pesticide Application; Notices of Policy

The IPMC shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

A notice of the school district's Integrated Pest Management Policy shall be included in school calendars or another form of universal notification to pupils and parent(s) or legal guardian(s). The notice shall include:

1. The school district's Integrated Pest Management Policy;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

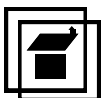
R 7422/page 5 of 10

School Integrated Pest Management Plan

2. A list of any pesticide that is in use or that has been used in the last twelve months on school district property at each school location;
3. The name, address, and telephone number of the Integrated Pest Management Coordinator of (IPMC) of the school district;
4. A statement that:
  - a. The IPMC maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;
  - b. The label and data sheet is available for review by a parent, legal guardian, staff member, or pupil attending the school; and
  - c. The Integrated Pest Management Coordinator (IPMC) is available to parents, legal guardians, and staff members for information and comment.
5. The time and place of any Board meetings that will be held to adopt the School Integrated Pest Management Policy; and
6. The following statement:

“As part of a school pest management plan, the School District may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.”

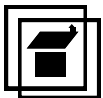
After the beginning of each school year, the IPMC, in conjunction with the Building Principal(s), shall provide this notice to each new staff member who is employed during the school year and to the parent(s) or legal guardian(s) of each new pupil enrolled during the school year.



### I. Permitted Use of Certain Pesticides; Notice

If it is determined that a pesticide, other than a low impact pesticide, must be used on school property, the pesticide may be used only in accordance with the requirements of N.J.S.A. 13:1F-25.

1. The Principal, upon prior notice from the IPMC, shall provide notice to a parent or legal guardian of each pupil enrolled at the school and each staff member of the school, at least seventy-two hours before a pesticide, other than a low impact pesticide, is used on school property. The notice shall include:
  - a. The common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;
  - b. A description of the location of the application of the pesticide;
  - c. The date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is cancelled;
  - d. A statement that the Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure";
  - e. A description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;
  - f. A description of the reasons for the application of the pesticide;
  - g. The name and telephone number of the school district's IPMC; and
  - h. Any additional label instruction and precautions related to public safety.
2. The notice required by D.1. above may be provided by:
  - a. Written notice sent home with the pupil and provided to each staff member;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7422/page 7 of 10  
School Integrated Pest Management Plan

- b. A telephone call;
  - c. Direct contact;
  - d. Written notice mailed at least one week before the application; or
  - e. Electronic mail.
3. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the Board shall reissue the notice required under D.1. above for the new date of application.

### J. Posting of Sign Prior to Use of Certain Pesticides

At least seventy-two hours before a pesticide, other than a low impact pesticide, is used on school property, the IPMC shall post a sign that provides notice of the application of the pesticide in a prominent place that is in or adjacent to the location to be treated and at each entrance to the building or school ground to be treated.

A sign required for the application of a pesticide shall:

1. Remain posted for at least seventy-two hours after the end of the treatment;
2. Be at least 8½ inches by 11 inches; and
3. State the same information as that required for prior notification of the pesticide application pursuant to Section D.1. of this Regulation.

In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with 1, 2 and 3 above.

The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L. 1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.



### K. Applicability of Notice and Posting Requirements

The provisions of Sections D and E of this Regulation shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or legal guardians of the pupils that are using the school in an authorized manner.

### L. Emergency Use of Certain Pesticides

A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of Sections D and E of this Regulation, provided the following requirements are met:

1. The Building Principal shall, upon prior notice from the IPMC and within twenty-four hours after the application or on the morning of the next school day, provide to each parent or legal guardian of pupils enrolled at the school, and staff members of the school, notice of the application of the pesticide for emergency pest control that includes:
  - a. The information required for a notice under Section D of this Regulation;
  - b. A description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a pupil or staff member; and
  - c. If necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

The district may provide notice required in G.1. above by:

1. Written notice sent home with the pupil and provided to the staff members;
2. A telephone call;
3. Direct contact; or
4. Electronic mail.



When a pesticide is applied pursuant to this section, the IPMC shall post a sign warning of the pesticide application at the time of the application of the pesticide in accordance with the provisions of Section E of this Regulation.

If there is an application of a pesticide pursuant to this section, the IPMC shall modify the School Integrated Pest Management Plan of the school district if necessary, to minimize the future emergency applications of pesticides under this section.

A pesticide, other than a low impact pesticide, shall not be applied on school property where pupils are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United States Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where pupils are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

A pesticide, other than a low impact pesticide, shall not be applied in a school building when pupils are present. Pupils may not be present in an untreated portion of a school building being treated unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

A low impact pesticide may be applied in areas of a school building where pupils will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

The requirements of this section shall not apply when pesticides are applied on school property for pupil instructional purposes or by public health officials during the normal course of their duties.

### M. Immunity From Liability of Commercial Pesticide Applicator

A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the IPMC to provide the notice required prior to the application of a pesticide pursuant to the provisions of sections 7, 8, 9, or 10 of P.L. 2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).



N. Development, Availability of Form for Certifying Compliance

The Department of Environmental Protection shall develop and make available to commercial pesticide applicators a form that a commercial pesticide applicator may request an Integrated Pest Management Coordinator (IPMC) to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the Integrated Pest Management Coordinator (IPMC) that the notice and posting requirements for the application of a pesticide established pursuant to Sections D and E of this Regulation, or the posting requirement established pursuant to Section G of this Regulation, as appropriate, have met compliance requirements. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the Integrated Pest Management Coordinator (IPMC) shall be required as a condition for the application of the pesticide.

The Department of Environmental Protection may issue an administrative order against a local school Board that fails to adopt and implement a pesticide use and school Integrated Pest Management Policy in compliance with the provisions of N.J.S.A. 13:1F-32.

The Commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of the School Integrated Pest Management Act.

Issued: 8 January 2009





## R 7424 BED BUGS

The following procedures are established in implementation of Policy 7424 – Bed Bugs.

### A. Observation of Possible Bed Bug Bites or Bed Bugs on a Student

1. A staff member who observes what he/she believes may be bed bug bites on a student or bed bugs on the student or in or on the student's possessions shall send the student to the school nurse.
2. The school nurse shall examine the student to determine if the student has bed bug bites or if there are any bed bugs present on the student or in or on the student's possessions.
3. If the school nurse determines the student does not have bed bug bites or bed bugs on them or in or on their possessions, the student will be returned to resume their school day.

### B. Confirmation of Bed Bug Bites or Bed Bugs on a Student

1. If the school nurse believes the student has bed bug bites or finds bed bugs on the student or in or on the student's possessions, the school nurse will contact the Principal or designee.
2. The Principal or designee will arrange for a licensed pest management professional to complete an inspection of the student's classroom(s) to determine if bed bugs are present.
3. If a licensed pest management professional cannot complete an inspection within twenty-four hours of the request from the school district, the district custodial staff will vacuum the student's classroom(s) with a vacuum cleaner using a new vacuum cleaner bag.
4. When vacuuming is completed by district custodial staff, the staff member shall seal the bag and discard it in a receptacle outside the school building. If the vacuum does not have a bag, the contents of the vacuum shall be emptied into a secure plastic bag, sealed, and discarded into a receptacle outside the school building. The vacuum will also be treated.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7424/page 2 of 3  
Bed Bugs

5. The Principal shall determine if the classroom(s) should be occupied by staff and students until the inspection by a licensed pest management professional is conducted.

### C. Inspection by Licensed Pest Management Professional

1. If an inspection by the licensed pest management professional determines bed bugs are not present in the classroom(s) inspected, the school program shall resume use of the classroom(s) if the Principal previously decided the classroom(s) should not be occupied by staff or students.
2. If an inspection by the licensed pest management professional determines bed bugs are in the classroom(s), the area(s) will be treated by a licensed pest management professional. Any treatment shall be in accordance with the provisions of the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

### D. Communication with Student's Parent

1. The school nurse will contact the student's parent on the results of the examination.
2. A parent of a student who is believed to have a live bed bug(s) on them or in or on their possessions will be required to arrange for their child to be picked-up from school to return home to change clothes and for the parent to inspect any possessions the student brings to school. The nurse may provide the parent with information regarding bed bugs.
  - a. Upon the student's return to school after being sent home to change clothes and an inspection of their possessions they bring to school, the student will be required to report to the school nurse who will examine the child and the child's possessions before the child can resume the school day.
    - (1) If there are no signs of bed bugs on the student or in or on the student's possessions upon being examined by the school nurse after the child returns to school, the student will be able to resume their school day.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7424/page 3 of 3  
Bed Bugs

- b. The school nurse may examine the student and the student's possessions subsequent to their initial return to school to ensure the student and possessions are free of bed bugs.
    - (1) In the event the nurse finds live bed bugs on the student or in or on the student's possession after the student's initial return to school or upon any subsequent examination by the school nurse, the school nurse will contact the parent and require the parent to pick-up the student from school.
  3. A parent of a student who is believed to have bed bug bites, but no evidence of bed bugs on them or in or on their possessions, will be informed of such results and the student may be required to be examined by the school nurse subsequent to the initial examination to ensure bed bugs are not on the student or in or on their possessions they bring to school.
- E. School Communications
1. The Principal, in consultation with the school nurse, will determine if the parents of other students should be informed if bed bugs are found in an area of the school. This determination will be made on a case-by-case basis.
    - a. Parents of other students need not be informed if bed bugs are found on a student or in or on the student's possessions, and are not found in the school building.
- F. Compliance with Applicable Laws
1. The Principal or designee will ensure the school district complies with all notification requirements and any other legal requirements, including the New Jersey Pest Management Act, the district's Pest Management Plan, and any other applicable law.

Board Approved: 14 January 2018



## R 7430 SCHOOL SAFETY

### Guidelines for Dealing with Accident/Injury

1. The school nurse or another trained person shall be responsible for administering first aid.
2. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent(s) or legal guardian(s) and/or family physician immediately.
3. Parent(s) or legal guardian(s) shall be requested to pick up the pupil. If a parent(s) or legal guardian(s) is unable to provide such transportation, no pupil who is injured shall be sent home alone. A pupil who is injured may be taken home if a responsible person is there to receive that pupil.
4. In extreme emergencies, the school nurse, school doctor or Principal may make arrangements for immediate hospitalization of injured pupils. Parent(s) or legal guardian(s) should be contacted as soon as possible.
5. The teacher or other staff member who is responsible for a pupil at the time an accident occurs shall make out a report within twenty-four hours, providing details about the accident. This shall be required for every accident whether first aid is necessary or not.
6. Any injuries or accidents to pupils shall be reported as soon as possible to the Superintendent and Business Administrator.

### Emergency Medical Procedures for Sports/Athletics

The Board of Education recognizes its responsibility for pupil safety in all aspects of sports and athletic events, both intramural and interscholastic. Emergency medical procedures are to be developed for each school having an athletic program to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual pupils or teams of the schools of this district whether among themselves or with pupils of other districts.

These emergency medical procedures shall be disseminated to appropriate personnel within the district.

Adopted: 8 January 2009



## R 7432 EYE PROTECTION PRACTICES

### A. Eye Protection Devices

1. The following types of eye protective devices must be worn by all pupils, staff members, and visitors (including persons attending evening adult school programs) participating in the activity or process designated wherever it may occur on school premises:

<u>Potential eye hazard</u>	<u>Protective devices</u>
Caustic or explosive	Goggle, flexible fitting materials, hooded ventilation; add plastic window face shield for severe exposure
Dust producing operations	Goggle, flexible fitting, hooded ventilation
Electric arc welding	Welding helmet in combination with spectacles with eye cup or semi- or flat-fold side shields
Oxy-acetylene welding	Welding goggle, eye cup type with tinted lenses; welding goggle, coverspec type with tinted lenses or tinted plate lens
Hot liquids and gases	Goggle, flexible fitting, hood ventilation; add plastic window face shield for severe exposure
Hot solids	Clear or tinted goggles or spectacles with side shields
Molten materials	Clear or tinted goggles and plastic or mesh window face shield
Heat treatment or tempering	Clear or tinted goggles or clear or tinted spectacles with side shields



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7432/page 2 of 4  
Eye Protection Practices

### Potential eye hazard

### Protective devices

Glare operations

Tinted goggles; tinted spectacles with side shields or welding goggles, eye cup or coverage type with tinted lenses or plate lens

Shaping solid materials

Clear goggles, flexible or rigid body; spectacles with side shields; add plastic window face shield for severe exposure

Laser device operation or experimentation

Appropriate for specific hazard

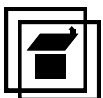
Repair or servicing of vehicles

Clear goggles, flexible or rigid body; clear spectacles with side shields

Other potentially hazardous processes  
activities

Appropriate for specific hazard

2. The supplier of any eye protective device to this district shall certify in writing that the device meets or exceeds ANSI standards. All spectacle type eye protective devices shall have side shields of the eye cup, semi-, or flat-fold type.
3. Staff members shall regularly and frequently inspect the eye protective devices used in their classes and shall report to the Principal devices that are defective or poorly fitting. All eye protective devices shall be properly stored when not in use.
4. An eye protective device that is shared shall be disinfected between uses by a method prescribed by the local school medical inspector.
5. The use of contact lenses shall be restricted in learning environments which entail exposure to chemical fumes, vapors or splashes, intense heat, molten metals, or highly particulate atmospheres. Staff members in these learning environments shall identify the pupils in his/her class who wear contact lenses. A list of such pupils shall be kept by the staff member in order that appropriate emergency eye care may be given; the list shall be destroyed at the end of the course of study.



When permitted, contact lenses may be worn only in conjunction with appropriate eye protective devices. The contact lens wearer shall be identified for appropriate emergency eye care in hazardous learning environments.

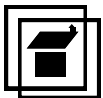
6. A pupil who wears prescription glasses shall be provided with an appropriate eye protective device that fits over his/her glasses. A pupil or staff member may wear his/her personal corrective eye wear in the course of an activity hazardous to the eyes provided that the eye wear has been certified in writing by a licensed optician to meet or exceed ANSI standards as defined in N.J.A.C. 6:29-1.7(b)1 and 2 for the appropriate eye protective device required.
7. The responsible staff member will provide each visitor to an area in which an activity hazardous to eyes is conducted with an appropriate eye protective device.

### B. Eye Wash Fountains

1. Eye wash fountains or similar devices, capable of a minimum of fifteen minutes of continuous flow of eye wash solution shall be provided in accordance with Policy No. 7432 and the standards of the State Department of Education and N.J.A.C. 6:29-1.7(d).
2. Eye wash fountains shall be routinely checked by the responsible staff member and any fountain that does not operate properly shall be promptly reported to the Principal.

### C. Enforcement

1. Staff members shall not permit pupils to engage in an activity potentially hazardous to the eyes without appropriate eye protection and shall dismiss from the class period a pupil who refuses or persistently neglects to wear eye protection or to observe established eye protection practices. Any such dismissed pupil shall be reported absent for the class.
2. Staff members shall report to the Building Principal a visitor who refuses or persistently neglects to wear eye protection or observe established eye protection practices.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7432/page 4 of 4  
Eye Protection Practices

3. The Principal shall annually inspect the school premises for the existence of conditions potentially hazardous to the eyes, for the placement of signs requiring appropriate eye protective devices, and for an adequate supply of appropriate eye protective devices in satisfactory condition. Conditions potentially hazardous to the eyes include, in addition to the activities listed in paragraph A1 above, the likelihood of flying objects and spilled liquids and the presence of protruding and sharp objects.

### D. Training and Supplies

The school district shall provide annual training and appropriate supplies and equipment to all school personnel responsible for implementing the eye safety policies and program. The training shall include all aspects of eye protection as defined in this regulation.

Issued: 8 January 2009





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7434/page 1 of 1  
Smoking

### R 7434 SMOKING

A smoker is defined as a person with a lit cigarette (or tobacco in any lighted form) in his/her possession, or a person exhaling smoke, or chewing tobacco. Additionally, for the purposes of this policy, any pupil in possession of tobacco products shall be considered to be smoking.

Staff and pupils shall be given the opportunity to attend a district-sponsored non-smoking clinic. Voluntary attendance at these district-sponsored clinics shall be encouraged.

#### Pupil Disciplinary Action

##### Middle School

1<sup>st</sup> Offense Minimum of one day in-school suspension (parent notification) - mandatory meeting with SAC

##### High School

1<sup>st</sup> Offense One day Saturday detention (parent notification) - mandatory meeting with SAC

2<sup>nd</sup> offense Two day Saturday detention (parent notification) - mandatory meeting with SAC

3<sup>rd</sup> Offense Parent conference - two days in-school suspension - mandatory meeting with SAC

#### Staff Disciplinary Action

1. Verbal warning
2. Written reprimand (no copy in file)
3. Written reprimand (letter in file)
4. Notation on final evaluation

Issued: 8 January 2009



## R 7440 SCHOOL SECURITY

### A. Definitions

1. “Access” means free and unimpeded entry to the public areas on school premises. Access does not include entry to:
  - a. Areas that are the private domain of individuals, such as an individual’s office, closets, and filing cabinets, or
  - b. Areas in which pupil instruction is being carried on, without the express permission of the Principal or the teacher in charge.
2. “School premises” means all school buildings, all school grounds, and any structures on school grounds.

### B. Access to School Premises

1. Access to school buildings and grounds during the school day will be permitted to all pupils enrolled in the school, all school staff members, and visitors pursuant to Policy No. 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. The Superintendent, Business Administrator, Supervisor of Buildings and Grounds, and Head Custodian;
  - c. The Building Principal and other administrative staff members;
  - d. Staff members in the performance of their professional responsibilities;
  - e. Pupils involved in interscholastic athletics, co-curricular, and extra-curricular activities and authorized spectators;
  - f. Members of organizations granted the use of school premises pursuant to Policy No. 7510;

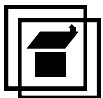


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 2 of 4  
School Security

- g. Police officers, fire fighters, health inspectors, and other agents of state and local government in the performance of their official duties; and
          - h. Members of the public present to attend a public Board meeting.
  - 3. All visitors to school buildings during the school day will be required to register their presence in the school office, pursuant to Policy No. 9150.
  - 4. Signs will be conspicuously posted to inform visitors of the requirements of B3.
- C. Building Security
- 1. Entrances to school buildings shall be kept locked when the school office is closed, except for those entrances required for the access of authorized persons.
  - 2. The Building Principal shall recommend to the Superintendent the installation of any special protective device to guard against illegal entry and/or vandalism.
- D. Keys to School Buildings and Facilities
- 1. Staff members and school officials will be provided with keys as follows:
    - a. Teaching staff members and support staff members will be provided with keys to the specific classroom(s) or storage facility(ies) to which they require access for the performance of their professional duties.
    - b. The Building Principal and foreman of custodians will be provided with keys to the school building and master keys to all offices, classrooms, and storage facilities in the building.
    - c. Other administrators assigned to the school building will be provided with keys to the school building and to the offices to which they require access for the performance of their professional duties.
    - d. The Superintendent, Supervisor of Buildings and Grounds, School Business Administrator/Board Secretary, Assistant School Business Administrator/Board Secretary, and Director of Personnel will be provided with a set of all master keys.
  - 2. The employee or school official to whom a key or keys is entrusted is prohibited from distributing a key or copy of a key to a person not authorized to possess a key by these regulations.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 3 of 4  
School Security

3. Possession and/or use of a key to school premises by a district employee not expressly authorized by these regulations to possess such a key is an infraction of rules subject to discipline.
4. The loss of a key to any school building, facility, office, classroom, or storage place must be immediately reported to the School Business Administrator/Board Secretary. The staff member who loses a key will be responsible for the cost of the replacement of the key or, if necessary, the lock.

### E. Staff Member Responsibilities

1. All valuable belongings should be kept secure. A secure storage place shall be maintained in the school office under lock and key for the temporary storage of valuables belonging to staff members or pupils.
2. A valuable item brought to school by a pupil should be placed in the school office under lock and key and a written receipt given to the pupil. The pupil's parent(s) or legal guardian(s) will be requested to retrieve the item from the school office. The parent(s) or legal guardian(s) may be requested to provide adequate identification before the item is released. The parent(s) or legal guardian(s) to whom a valuable item is released will sign a receipt, which will be maintained by the Principal.
3. Teaching staff members shall:
  - a. Close classroom windows and shut and lock classroom doors when leaving at the end of the school day,
  - b. Shut and lock classroom doors during the school day when the room is empty,
  - c. Report immediately to the Principal any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for the purposes of authorized persons.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7440/page 4 of 4  
School Security

5. Office personnel shall take all reasonable precautions to ensure the security of records and documents against unauthorized access, deterioration, and destruction.
  - a. Petty cash funds and records will be secured daily in accordance with Regulation No. 6620.
  - b. Board minutes will be secured in accordance with Bylaw No. 0168.
  - c. Financial records and books of account will be secured in accordance with Policy No. 6810.
  - d. Pupil records will be secured in accordance with Policy No. 8330 and Regulation No. 8330.
  - e. Personnel records will be secured in accordance with Policy No. 8320 and Regulation No. 8320.
  
- F. Summoning the Police
  1. The Parsippany-Troy Hills Police Department will be summoned promptly whenever evidence is discovered that indicates
    - a. A crime has been committed on school premises or in the course of staff or pupil transportation to or from school,
    - b. A break and entry has occurred on school premises,
    - c. A deadly weapon is on school premises, or
    - d. A breach of the peace has occurred on school premises.
  
  2. A call to law enforcement agents will be reported to the Superintendent as soon as possible, along with the reason(s) for which the call was made and the outcome of the incident.

Issued: 8 January 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7441/page 1 of 3  
Electronic Surveillance In  
School Buildings and On  
School Grounds

### R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used on district property and on school grounds.

#### A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district pupils, community members, and other person(s) in school buildings or on school grounds.
3. Notice regarding the use of surveillance devices will be posted in school buildings or on school grounds where surveillance devices may be used.

#### B. Pupil Records and Notice

School district personnel will comply with the provisions of applicable law regarding pupil record requirements including the Family Education and Privacy Act and the Individual with Disabilities Education Improvement Act. Recordings considered for retention, as a part of a pupil's behavioral record, will be maintained in accordance with established pupil record procedures governing access, review, and release of pupil records.

#### C. Staff Records and Notice

1. The district will provide notice to pupils, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7441/page 2 of 3  
Electronic Surveillance In  
School Buildings and On School Grounds

### D. Storage/Security

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
2. Recordings will be stored for forty-five calendar days after initial recording, whereupon such recordings will be erased or discarded, unless there is a legitimate reason for retaining such recording for review.

### E. Use

1. The determination of the location of surveillance devices shall be made by the Superintendent.
2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.

### F. Viewing or Listening

1. Initial viewing or listening to recordings will be done by the Building Principal or designee.
2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Superintendent of Schools or designee.
3. Only the portion of the recording concerning a specific incident will be made available for viewing.
4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
5. All viewing will be in the presence of the Building Principal or designee.
6. A written log will be maintained by the Building Principal or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7441/page 3 of 3  
Electronic Surveillance In  
School Buildings and On School Grounds

7. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district pupil records policy and procedures.
- G. Purchase, Maintenance, Replacement of Equipment/Supplies
1. The School Business Administrator will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Date Adopted: 6-11-09

Date Revised: 2-24-11





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7510/page 1 of 8  
Use of School Facilities

### R 7510 USE OF SCHOOL FACILITIES

#### COMMUNITY RELATIONS

##### General Statement

School buildings, other facilities, and equipment are constructed, purchased, and maintained by the Board at public expense for the primary purpose of educating the school-age children of Parsippany-Troy Hills. The non-school use of the school facilities may be permitted in accordance with policy 7510, as long as such use does not hamper or interfere with the proper maintenance and conduct of school functions.

Determination of the after-school use of buildings, facilities, and equipment is vested in the Board.

The Superintendent and/or Board Secretary shall administer the Board's rules and regulations concerning use of school facilities and shall control the assignment of such facilities to requesting organizations.

School functions and regularly scheduled co-curricular activities shall have priority over any and all non-school uses.

##### Procedures, Rules and Regulations for Community use of School Facilities

The School Business Administrator shall coordinate the scheduling of the use of school facilities, shall insure that all insurance certificates are provided in advance of the event and demonstrate the appropriate coverage, issue all District permits related to use of facilities by the community and shall maintain a calendar of approved activities, and verify that all required Municipal permits are obtained.

The Board of Education shall review and pass upon community use of school facilities. The Board expressly reserves the right to reject any application, to revise the rules, regulations and rental charges at any time, and to revoke permission for use previously granted.

All organizations shall schedule their facilities one month in advance of the planned date of use through the building principal.

All organizations must complete an application form before Board action on approval can be initiated. A deposit for use of the facility may be required according to current rates. The individual completing the application will be responsible to the Board for any problems arising from the group's use of school facilities.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7510/page 2 of 8  
Use of School Facilities

Organizations desiring to rent facilities on a regular scheduled basis for extended periods shall have their rental fees determined at the time the rental agreement is prepared.

All organizations shall be assigned at least one school custodian who is an employee of the Board of Education to any activity requiring the use of an auditorium, gymnasium, locker room, cafeteria, kitchen or classroom. The custodian shall be present one-half hour prior to the beginning of the activity. The same shall apply to any rehearsal or breakdown time necessary in connection with the activity. The attending custodian's function in all cases shall be to supervise the use of Board facilities, clean following the activity and secure the building.

The Board of Education reserves the right to determine the number of school personnel who shall be on duty for any given activity. The Board may also require special police to be on duty, which the sponsoring organization shall employ. The organization using the schools must contact police, health, and fire departments to determine the requirements of each department in connection with the rental.

All organizations must conclude their evening activities and be out of the building by 10:30 p.m. unless special permission is granted on the permit. All school property is rented conditionally upon the good behavior of the sponsoring organization and if any rules or regulations are broken or property damaged through carelessness or neglect, future applications for rental may be rejected. The lessee will be responsible for the preservation of order and will be liable for any damages to or loss of Board property that may result from said use.

The sponsor is responsible for supplying all equipment and all necessary personnel except as specifically listed on permit.

Permit holders shall confer with the School Business Administrator to obtain permission to bring materials to rented space. The Board of Education assumes no liability for damage to properties of others. Storage arrangements must be made with the school officials.

Permission to serve food or refreshments is limited to that specified on the permit and shall be limited to the area designated by the school officials.

The seating capacity of the high school auditoriums shall be posted and in no case may it be exceeded.

No vendors shall be permitted on school property unless specified and approved on the permit. Any vendors not listed on the application for use of facilities shall not be permitted on any school site. The decision of the facility manager designated for a particular event shall be final.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7510/Page 3 of 8  
Use of School Facilities

Any use of food preparation equipment, kitchen equipment or facilities, or school-owned audio visual or electronic equipment must be requested in writing on the application and approved prior to the event.

No alcoholic beverages or drugs shall be brought to or served on Board of Education property. Smoking is prohibited on school property.

All requests for use of school facilities should be made as far in advance as possible.

School functions, whether regularly scheduled or because of rescheduling, shall have priority. When they conflict with previously assigned non-school uses sponsors shall be informed of this provision.

The Board of Education or its agents shall have no responsibility, expressed or implied, for inconveniences, loss or damage resulting from any form of schedule conflict in the assignment or rental of school facilities.

The Board of Education requires sponsoring organizations to submit proof of sufficient liability insurance coverage, and must name the Parsippany-Troy Hills Board of Education as an additional insured.

The following clause is a part of this application/permit:

"The lessee shall indemnify the Board of Education and save it harmless from and against all losses, damages, liability, and expenses including attorney's fees arising out of any claim or demand or any proceeding or action to enforce any claim or demand, by any person, for personal injury or property damage resulting from or arising out of the use of the land and buildings and equipment/property of the Board of Education in connection with the performance of or furtherance of this agreement by the lessee, whether or not due to the carelessness, negligence or improper conduct of the lessee, its employees, agents or guests."

No grant of permission to use school property shall carry with it any right to exclude members of the school administration or the Board of Education or its representatives from the property. Any member of the Board or any of its representatives shall have full and free access at all times to any part of the building or grounds.

Any request for use of school facilities which in the opinion of the Superintendent or School Business Administrator is unusual shall be brought to the Board for a ruling.



Permission for use of a specific facility within a building confers no privileges with reference to any other part of the building.

There must be suitable and adequate adult supervision of all activities while on school premises.

Direct payments are not to be made to any employee, including gratuities of any kind. All charges for rentals are invoiced through the Business Office and are payable to: Parsippany-Troy Hills Board of Education.

Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, and which insures the youth sports team organization, and the district, against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

## Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
  - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
  - b. The use must not exceed the established capacity of the facility used.
  - c. The use must not involve gambling or games of chance.
  - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
  - e. Smoking is prohibited in accordance with Policy No. 7434.



- f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.
  - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
  - b. The user must request in the application and receive permission to bring and use equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains, or fixtures or affixed to the same in any manner that defaces or damages school property or grounds.
  - c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises beyond the time period approved in the application may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
  - d. The user must request in the application and receive permission to use or move a district piano. A piano may be moved only by school district staff or by a competent and experienced commercial mover approved by the Board and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
  - e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
  - f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
  - g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.



- h. The user must request in the application and receive permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted.
  - i. No signs, posters, advertisements, or other displays may be placed in a school building without prior approval.
  - j. No school keys shall be issued to a user.
  - k. No animal shall be allowed on school premises without prior approval except as permitted by law.
  - l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform the user of any loss or damage that must be corrected.
  - m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment.
  - n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.
3. Facilities Must be Properly Supervised.
- a. A school custodian(s) must be on duty during the entire time a use occurs.
  - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7510/Page 7 of 8  
Use of School Facilities

- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.
- d. The user must, in consultation with the Superintendent or Business Administrator, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user. When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Superintendent or Business Administrator, the Principal may recommend that permission to use the facility be withdrawn.
- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7510/Page 8 of 8  
Use of School Facilities

### SCHEDULE OF RENTAL CHARGES

#### PRIORITY

	<u>II &amp; III</u>	<u>IV</u>	<u>V</u>
		4 Hr. - Full*	4 Hr. - Full*
<u>Elementary Schools</u>			
Gym/All-Purpose Room	\$ 70.00	\$150.00 - 300.00	\$300.00 - 600.00
Classroom	30.00	30.00 - 60.00	60.00 - 120.00
<u>Middle Schools</u>			
Cafeteria (Central)	60.00	120.00 - 240.00	240.00 - 480.00
(Brooklawn)	100.00	240.00 - 480.00	480.00 - 960.00
Rehearsal (Central)	40.00	60.00 - 120.00	120.00 - 240.00
(Brooklawn)	60.00	120.00 - 240.00	240.00 - 480.00
Gymnasium (Central)	80.00	180.00 - 360.00	360.00 - 720.00
(Brooklawn)	120.00	300.00 - 600.00	600.00 - 1,200.00
Kitchen**	30.00	30.00 - 60.00	60.00 - 120.00
Classroom	30.00	30.00 - 60.00	60.00 - 120.00
<u>High Schools</u>			
Auditorium (PHS)	105.00	255.00 - 510.00	510.00 - 1,020.00
(PHHS)	155.00	405.00 - 810.00	810.00 - 1,620.00
Rehearsal (PHS)	60.00	130.00 - 255.00	260.00 - 520.00
(PHHS)	90.00	200.00 - 405.00	420.00 - 840.00
Gymnasium	120.00	300.00 - 600.00	600.00 - 1,200.00
Cafeteria (PHS)	85.00	195.00 - 390.00	390.00 - 780.00
(PHHS)	110.00	270.00 - 540.00	540.00 - 1,080.00
Kitchen**	30.00	30.00 - 60.00	60.00 - 120.00
Media Center	70.00	150.00 - 300.00	300.00 - 600.00
Classroom	30.00	30.00 - 60.00	60.00 - 120.00
<u>Athletic Fields</u>			
Football			200.00 per team/
Baseball			per season

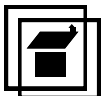
\* "Full" means more than 4 hours.

\*\* Use of kitchen not available without use of Cafeteria personnel.

9-1-2000

Issued: 8 January 2009

Revised: 23 August 2012





## R 7610 VANDALISM

### A. Definitions

1. “Vandalism” means the willful and malicious acts of any person that result in the destruction, defacement, or damage of any property, real or personal, belonging to or entrusted to the Board. Vandalism includes arson and an act of graffiti.
2. “Arson” means the willful and malicious burning or setting on fire of any building or part of any building owned or operated by the Board, by any person.
3. “Act of graffiti” means the drawing, painting or making of any mark or inscription on school district real or personal property without the permission of the school district.

### B. Reporting Vandalism

1. Any school employee who has reason to believe that an act of vandalism has occurred shall immediately report that belief or suspicion to the Principal of the affected building or, if the vandalism occurs at a facility other than a school, the supervisor in charge of the facility.
2. The Principal or supervisor shall promptly institute an investigation of the report by taking these steps as appropriate to the extent and seriousness of the vandalism:
  - a. Requesting the reporting employee to file a report of the evidence giving rise to his/her belief or suspicion that vandalism has occurred;
  - b. Visiting the site of the vandalism and examining its extent, taking photographs as necessary;
  - c. Determining and recording the names of witnesses, if any;
  - d. Interviewing witnesses and requesting their written reports of events;
  - e. Assessing the costs of repair and replacement of any parts of the building, furnishings, and/or equipment; and
  - f. Questioning the person or persons, if any, identified as having caused the vandalism.

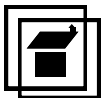


# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7610/page 2 of 3  
Vandalism

3. The Principal will complete and file with the Superintendent a detailed vandalism and property damage report.
  4. The Principal will notify the police if the vandalism involves:
    - a. Significant damage, or
    - b. Arson, or
    - c. Theft or burglary, or
    - d. The use of any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability, or
    - e. An act of graffiti.
- C. Penalties and Restitution
1. A pupil who vandalizes school property is subject to discipline, which may include suspension or expulsion, in accordance with Policy Nos. 5600, 5610, and 5620.
  2. A pupil who vandalizes school property will be held liable for any damages caused by the act of vandalism.
  3. The parent(s) or legal guardian(s) of any minor who injures/vandalizes school property, whether or not the minor is enrolled in this district, shall be liable for damages to the amount of the injury, together with costs of suit if the Board must resort to legal process to obtain payment of damages. N.J.S.A. 18A:37-3
    - a. The School Business Administrator/Board Secretary shall obtain a professional estimate of the cost of repairs and/or replacements necessitated by the vandalism.
    - b. The School Business Administrator/Board Secretary shall present the pupil's parent(s) or legal guardian(s) with an itemized bill based on the estimated costs.



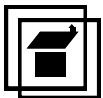
# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7610/page 3 of 3  
Vandalism

- c. If, within thirty calendar days, the pupil's parent(s) or legal guardian(s) has not paid the bill or made arrangements with the School Business Administrator/Board Secretary for the payment of the bill in periodic installments, the Superintendent shall inform the Board and recommend that the Board Attorney commence civil action for the amount due together with costs.
  - d. No diploma, transcript, transfer card, or report card will be issued to the pupil until all obligations to the Board have been met.
4. The Principal will recommend to the Superintendent and the Superintendent will recommend to the Board, a pupil whose vandalism of school property is so serious or chronic as to warrant reporting the pupil to the police.
5. Any person who purposely defaces or damages school property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability is guilty of a crime and shall be reported to the appropriate law enforcement agency.
6. Any person who purposely or knowingly damages school district property recklessly or negligently in the employment of fire, explosives or another dangerous means listed in accordance with N.J.S.A. 2C:17-2 or purposely or recklessly tampers with the tangible property of the school district so as to endanger school district property will be reported to the appropriate law enforcement agency.
7. A person convicted of an offense that involves an act of graffiti will be required to reimburse the school district the cost of damages and may be required to perform community service, which may include removing the graffiti from the property, in accordance with the law. In addition, the courts may suspend or postpone driving privileges of any person, at least thirteen and under eighteen years of age, if convicted of an act of graffiti.

Issued: 8 January 2009



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7650/page 1 of 6

School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

M

### R 7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING

#### A. School Vehicle Assignment and Use

The Board of Education, upon the recommendation of the Superintendent, may authorize, at its discretion, by an affirmative vote of the Board's full membership, the lease, lease-purchase, or purchase and assignment of school district vehicles for the conduct of official school district business.

1. The vehicles may be assigned either to individuals or to units within the school district for pool use according to the following classifications:
  - a. Vehicles may be assigned permanently and individually to the Superintendent, School Business Administrator/Board Secretary, the staff member serving as head of facilities services, the staff member serving as head of security services or other supervisory employees who, based on their job duties, may be called upon on a twenty-four hour, seven day-a-week basis. No individual assignment shall be made for the primary purpose of commuting.
  - b. A unit may be permanently assigned one or more school district pool vehicles only if employees of the unit will collectively use the vehicle or each vehicle for more than an average of 750 miles per month on official school district business. Pool vehicles shall not be used for the purpose of commuting and shall remain at a school district facility when not in official use.
2. Board members or employees may be temporarily assigned a school district vehicle for travel events.
3. In the event the operator of a school district vehicle believes their personal health (temporary or long-term) may impair their ability to safely operate a school vehicle, the operator shall inform their immediate supervisor and the school vehicle coordinator of the health problem and the expected duration of impairment. The operator's immediate supervisor or the school vehicle coordinator may coordinate a physical examination for the staff member in accordance with Policy 3160 or 4160.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7650/page 2 of 6

School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

4. Smoking, as defined in Policy 7434, is prohibited on “school grounds” and therefore, in accordance with the definition of school grounds in Policy 7434, smoking is prohibited in a school district vehicle at any time.
5. Vehicle use logs shall be maintained for all individual and pool assignments in order to accurately record all usage of each vehicle, including the driver, mileage, and starting and destination points.
6. All complaints of a potential misuse shall be investigated by the school vehicle coordinator and/or appropriate administrator and appropriate disciplinary action shall be taken. Any disciplinary action shall be progressive and uniform depending on the specific misuse.
7. All changes to vehicle assignment, whether pool or individual, shall require prior written approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.
8. No luxury vehicle, one which exceeds the greater of \$30,000 or any current dollar limit established in IRS law or regulation, shall be purchased, lease-purchased, or leased by the school district. If a vehicle is assigned to the Superintendent, it may be a full size or intermediate, four-door sedan of the non-luxury class. All other vehicles shall be compact sedans, unless special passenger, cargo, equipment, or use requirements make the standard vehicle unsuitable for documented school district needs.
9. All damage to school district vehicles, regardless of cause, shall be reported within twenty-four hours to the school vehicle coordinator and the employee assigned to file insurance claims.
10. No physical alterations shall be made to a vehicle without prior Board approval.
11. Operators of a school district vehicle shall possess a valid driver's license to operate a vehicle in New Jersey. The school vehicle coordinator(s) shall be responsible to maintain a copy of each driver's license on file. In the event a driver's license is revoked, suspended or otherwise makes the driver unable to operate a school district vehicle in accordance with law, the driver shall immediately notify the school vehicle coordinator, who will immediately revoke the driver's authorization to operate a school district vehicle.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7650/page 3 of 6

School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

12. When a vehicle is due for routine maintenance in accordance with the manufacturer's schedule, the driver of an individually assigned vehicle or, in the case of a pool vehicle, the school vehicle coordinator shall be responsible for ensuring the vehicle receives the scheduled service.
13. A driver assigned a school district vehicle shall be responsible for the security of the vehicle and its contents.
14. Drivers shall be personally responsible for all fines accrued as a result of traffic violations related to operation of school district vehicles.
15. The driver, or the driver's supervisor, if the driver is incapacitated, of a school district vehicle involved in an accident resulting in damage to the school district vehicle or other vehicle shall file, within twenty-four hours of the accident, a detailed written report with the school vehicle coordinator and the school district staff member responsible for making insurance claims.
16. Police shall be immediately notified of an accident by the driver or school vehicle coordinator, if the driver is incapacitated. A copy of the police report shall be submitted to the school vehicle coordinator and the school district staff member responsible for making insurance claims as soon as possible.
17. If a school district vehicle is misused in any of the following ways, the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate:
  - a. Frequent violation of traffic laws;
  - b. Flagrant violation of traffic laws;
  - c. Operation of a vehicle which the police or insurance company determined was the cause of an accident;
  - d. Use of a vehicle for unauthorized use whether personal use, business use, or commuting;
  - e. Violation of these rules or school district policy governing the assignment, use, operation, repair, and/or maintenance of vehicles. This includes the failure to submit a vehicle for routine maintenance as called for in the manufacturer's routine maintenance schedule;



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7650/page 4 of 6

School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

- f. Operation of a vehicle while impaired to any degree, or under the influence of alcohol or narcotics as defined by State statutes;
- g. Use of a school district vehicle by an unauthorized individual while assigned to an employee;
- h. Use of a school district vehicle to transport any person or child, other than in the course of their assigned duties and responsibilities; and/or
- i. Use of radar detectors in school district vehicles.

The Board shall implement a progressive and uniform mandatory disciplinary program to be applied as necessary in the event it is determined a staff member misused a school vehicle.

### B. School Vehicle Inventory Control Record

The school vehicle coordinator(s) shall be responsible to maintain the following inventory control records for every school district vehicle:

- 1. Vehicle make, model and year;
- 2. Vehicle identification numbers (VIN);
- 3. Original purchase price;
- 4. Date purchased;
- 5. License plate number;
- 6. Person assigned or pool if not individually assigned;
- 7. Driver's license number of person assigned and the expiration date;
- 8. Insurer and policy number of person assigned; and
- 9. Usage category such as regular business, maintenance, security, or pupil transportation.



# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY  
R 7650/page 5 of 6  
School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

### C. Driving Record of Operators of School District Vehicles

The school vehicle coordinator(s) shall be responsible to obtain and maintain the following driving records of operators of school district vehicles:

1. Name of driver;
2. Drivers license number and expiration date;
3. Insurer and policy number of person assigned;
4. Motor vehicle code violations;
5. Incidents of improper or non-business usage;
6. Accidents; and
7. Other relevant information.

### D. Record of Maintenance, Repair and Body Work for School District Vehicles

The school vehicle coordinator(s) shall be responsible to maintain the following records of maintenance, repair and body work for each school vehicle:

1. Vehicle make, model and year;
2. Vehicle identification numbers (VIN);
3. Original purchase price;
4. Date purchased;
5. License plate number;
6. Usage category such as regular business, maintenance, security or pupil transportation;
7. Manufacturer's routine maintenance schedule;





# REGULATION

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOL DISTRICT

PROPERTY

R 7650/page 6 of 6

School Vehicle Assignment, Use, Tracking, Maintenance,  
and Accounting

8. Category of work performed (routine maintenance, repair or body work);
9. Purchase order number;
10. Date work was performed;
11. Detailed description of work performed;
12. Mileage on date work was performed; and
13. Cost of work performed.

All records maintained by the school vehicle coordinator(s) shall be maintained in the school district office of the school vehicle coordinator(s).

Adopted: 8 January 2009

