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7100 LONG-RANGE FACILITIES PLANNING

The Board of Education, in accordance with N.J.A.C. 6A:26-2.1 et. seq., shall maintain and submit a five-year Long Range Facilities Plan (LRFP) to the New Jersey Department of Education. Except as provided in N.J.A.C. 6A:26-3.16, no school facilities project may be considered or approved unless the district's LRFP has been submitted to and approved by the Commissioner of Education.

The district shall submit its LRFP to the local planning boards of the municipalities no later than the date on which the district submits its LRFP to the Commissioner. The district shall provide to the Commissioner proof of the date that it submitted its LRFP to the local planning boards.

If the district seeks to undertake a capital project that is not consistent with the approved LRFP, then in effect, the Board may submit an amendment to an approved LRFP for review and approval of the Commissioner of Education.

The Superintendent or his/her designee shall review all facilities annually to determine if any facilities are substandard pursuant to N.J.A.C. 6A:226-8.1 et seq. The continued use of all substandard facilities must be initially approved by the County Superintendent of Schools. Such approvals are granted for a maximum of two consecutive years, unless the facility is inspected by NJ Department of Education. The Board shall not continue the use of a substandard facility without the express written consent of the County Superintendent of Schools. The continued use of a substandard educational facility will not be approved unless inspected by the NJ Department of Education, Division of Facilities and Transportation to ensure that:

1. The facilities meet health, safety and educational adequacy standards for temporary substandard facilities, as specified in N.J.A.C. 6A:26; and
2. A plan has been developed by the district and approved by the County Superintendent of Schools to upgrade the facilities to standard, fully approved conditions.

The County Superintendent will annually monitor the district's plans to upgrade facilities to fully approved status. The district will provide funds in the next immediate annual budget to correct any deficiencies identified by the County Superintendent on or before October 1 annually. Failure to budget for the correction of deficiencies and to implement the corrections by September 1 of the year following the October 1 notice will result in the NJ Department of Education, Division of Facilities and Transportation ordering the substandard facility to be abandoned immediately.

The factors as outlined in N.J.A.C. 6A:26-8.1(e) will be taken into account in making a determination upon any application for the emergency use of substandard facilities.

N.J.S.A. 18A:7G-1 et seq.; 18A:11-1; 18A:33-1 et seq.; 18A:46-13, 18A:7G-1
N.J.A.C. 6:23-1.1 et seq.; 6A:26-2.1 et seq.; 6A:26-8.1 et seq.

Cross References: 7510, 8310

First Reading: October 7, 2002
Second Reading: October 21, 2002
Adopted: October 21, 2002

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Educational Adequacy of
Capital Projects

7101 EDUCATIONAL ADEQUACY OF CAPITAL PROJECTS

Capital projects that affect any of the 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.

Projects requiring approval for educational adequacy, as defined in N.J.A.C. 6A: 26-5.1 are: new school facilities including pre-fabricated facilities; additions to existing school facilities; 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; change-of-use that requires the aforementioned alterations, or that requires mechanical or electrical changes pursuant to N.J.A.C. 5:23 or these regulations; installation of temporary facilities; and any site or school facilities 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 Section 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.

New Jersey Economic Development Authority and non-authority school facilities projects, along with other capital projects, are subject to educational adequacy reviews pursuant to N.J.A.C.6A: 26-5.1(b). The district will submit any plan to change of use of instructional space that is not a capital project to the County Superintendent of Schools for approval.

Educational specifications for educational adequacy reviews will be prepared and submitted in accordance with N.J.A.C. 6A: 26-5.2. 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. The educational specifications will include 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. The educational specifications will also include specific technical and environmental criteria, adjacencies and other requirements for the educational program will be noted and 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.

Schematic plans and other related project documents will be prepared and submitted in accordance with N.J.A.C. 6A: 26-5.3.

A project cost estimate on a form provided by the Commissioner of Education, a project schedule, a copy of the dated transmittal letter indicating project document submission to the County Superintendent and 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) must be submitted to the Division of Facilities and Transportation.

The Director of the Office of Bilingual Education and Equity Issues must receive a completed OEEQ questionnaire, in accordance with Title VI 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 II 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.

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 in accordance with N.J.A.C. 6A: 26-5.4(a). In the case of a non-authority school facilities project or another capital project, upon completion of final plans and specifications, the district will apply for final approval of the educational adequacy of the project in accordance with N.J.A.C. 6A: 26-5.4(b).

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

N.J.A.C. 6A: 26-5.1 et seq.

Cross References:	6740, 7100
First Reading:	October 7, 2002
Second Reading:	October 21, 2002
Adoption:	October 21, 2002

7102 SITE SELECTION AND ACQUISITION

The District may need to select and acquire new sites for school district facilities. Site acquisition for school purposes and every acquisition of land will be made pursuant to N.J.A.C. 6A: 26-3.13 and N.J.A.C. 6A: 26-7.1 through 7.3.

Voter Approval

The district may obtain voter approval for funding of the acquisition of land prior to the Division of Facilities and Transportation approval for the purchase of land, but shall not take any action to acquire land prior to obtaining Division approval.

Submission to the Division of Facilities and Transportation

The district, or the authority on behalf of the district, shall submit the following information to the Division to obtain approval for the acquisition:

- a. A written request for approval from the district, which shall include a statement, signed by the Board President and the chief school administrator, indicating the immediate and ultimate proposed uses of the site, in terms of building use, grade organization and potential maximum enrollment, and whether the land is, or will be, part of a school facilities project indicated in the district's LRFP;
- b. Statement from a local or county water/sewerage agency certifying that: (1) the land can be adequately provided with the necessary water from the proposed maximum enrollment; (2) the land can be adequately provided with the necessary and acceptable sewerage disposal system for the proposed maximum enrollment; and (3) water and sewer infrastructure is, or is not, in place to service the site;
- c. Statement from NJ Department of Environmental Protection or a licensed architect, engineer or professional planner, indicating whether: (1) the land is subject to regulation under wetlands, pinelands or the waterfront development acts, the Green Acres Act, or other statutes, regulations or Executive Orders administered by agencies of state or federal government; (2) if so subject, the steps necessary to obtain approval from such agencies, and adequate documentation to demonstrate to the Division that such approvals will be obtainable and not affect the adequacy of the site; and (3) the land is in an area designated for growth under the NJ State Development and Redevelopment Plan;
- d. A statement from a NJ registered architect or licensed engineer indicating that the land to be acquired is suitable for the proposed use;
- e. A completed plot plan of the land to be acquired, showing topographical and contour lines, all adjacent properties and roads. The acreage and dimensions of the tract proposed for acquisition shall be included as per the application of the standards for minimum acceptable school site sizes in C. below;
- f. A map of the district showing the location of the land and the location of existing schools in the district;
- g. A map showing the attendance area to be served by the school and the number of students who reside therein;

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- h. Data regarding the impact of the acquisition on racial balance within the district's public schools;
- i. If existing buildings are located on the land to be acquired, the intended use and/or disposition of these buildings. Any building to be acquired and used must comply with the requirements of the Uniform Construction Code for educational occupancy, and the requirements of N.J.A.C. 6A: 16-5.1 et seq. Which apply to the construction of a new building;
- j. Recommendations of the local planning board of the municipality in which the site is situated and which has an approved master plan, as required by N.J.S.A. 40: 55D-3I, 18A: 18A-49 and 18A: 18-16;
- k. Prior approvals of other agencies, such as the NJ Departments of Agriculture and Environmental Protection and the Pinelands Commission, where such approval is reasonably obtainable prior to acquisition;
- l. Documentation that available data on soil conditions have been examined by the architect or engineer;
- m. Reports by the architect or engineer of actual soil test borings and percolation tests on any site located less than one mile from a landfill;
- n. A full, detailed appraisal of the market value of the property prepared by a licensed professional; and
- o. The recommendation of the County Superintendent of Schools based on the requirements specified in this subchapter.

Size of School Sites

School sites shall be directly related to the acreage required for the structures and activities to be situated thereon. Except where specifically noted for multiple or shared use, the acreage shall be considered for single use.

All school sites require sufficient acreage for the following:

- a. The placement for the facility;
- b. Expansion of the building to its maximum potential enrollment;
- c. The placement of all other structures such as greenhouses, storage buildings, school bus maintenance buildings or garages and any other structure, above or below ground, which is to be placed thereon;
- d. Multi-purpose physical education and recreation field(s) required to support the achievement of the Core curriculum Content Standards as defined by the educational specifications under N.J.A.C. 6A: 16-5.1 et seq.;
- e. Disabled-accessible pedestrian walkways, roadways and parking areas on which people and vehicles access the building;

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- f. Public and service access roads onto the site including, where warranted, a one-way school bus road of thirty (30) foot width and a two-way road of thirty-six (36) foot width; a school bus drop-off area; and eighteen (18) foot wide posted fire lands for fire apparatus; and
- g. A thirty (30) foot wide access around the entire building.

Adjacent Land Leased from a Municipality

Land owned by the school district which does not meet the standards of N.J.A.C. 6A: 16-7.1 may be supplemented by adjacent municipally owned land if such land is formally leased on a long-term basis to the district board of education for exclusive use during school hours.

Approval for Acquisition of New Land

The approval of the Division shall remain effective for three years, after which time Division approval shall again be obtained prior to acquiring land.

Approval for Acquisition of Existing Facilities

If the district has an opportunity to acquire an existing facility through purchase, gift, lease or otherwise, the district will comply with all procedures and rules pertaining to the appropriation and use of capital funds as required by N.J.S.A. 18A: 20-4 and 18A: 20-4.2 as per N.J.A.C. 6A: 26-7.3.

The district shall also have the facility approved in accordance with N.J.A.C. 6A: 26-3 which applies to the acquisition of a school site and for the construction of a new facility.

Off-site facilities which are to be procured for temporary, emergency use must comply with N.J.A.C. 6A: 16-8, Substandard School Facilities.

N.J.A.C. 6A: 26-3.13, 6A: 26-7; 6A: 26-7.1; 6A: 26-7.2.

First Reading: October 7, 2002
Second Reading: October 21, 2002
Adopted: October 21, 2002

7130 SCHOOL CLOSING

Prior to the closing of any facility, the Board of Education shall collect and consider appropriate information regarding pupil enrollments, the educational adequacy of school facilities, relevant safety and traffic factors, district revenues, and alternative district organizational plans. The Board will invite citizen participation in the analysis of that information and the formulation of recommendations. Information on any proposed district reorganization will be disseminated to the public, and public response will be invited by all appropriate means.

Before making a final determination to close a school, the Board must receive a letter of approval from the NJ Department of Education. To receive a letter of approval from the NJ Department of Education, the Board must provide the Division of Facilities and Transportation and the County Superintendent the following assurances, as required in N.J.A.C. 6A:26-7.5:

1. That the proposed closing is consistent with the district's approved Long-Range Facilities Plan, demonstrating that sufficient school building capacity exists to house district pupils in the five years following the closing of the school facility;
2. That the school closing does not create an overall facilities shortage that leads to the use of or an increase in the need for substandard spaces in the remaining schools within the district; and
3. That the reassignment of pupils to other schools in the district does not produce, sustain or contribute to unlawful segregation, separation or isolation of pupil populations on the basis of race or national origin.

N.J.S.A. 18A:11-1; 18A:20-36; 18A:33-1
N.J.A.C. 6A:26-7.5 et seq.

First Reading: October 7, 2002
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GIFTS AND CORPORATE SPONSORSHIPS

7230 GIFTS AND CORPORATE SPONSORSHIPS

The Board of Education recognizes and appreciates financial support received from federal and State funding sources and from local taxpayers. The Board desires to expand revenue sources for the financial needs of the school district and encourages financial support to the school district from individuals and non-school sponsored organizations.

"Gift," for purposes of this policy, is a donation of money or of a tangible object to the school district.

"Corporate sponsorship", for the purposes of this Policy, is financial support from a non-school sponsored organization in exchange for the right to display a corporate name or logo on district property.

GIFTS

The Board may accept any gift or contribution deemed suitable by the Superintendent for use in the school district. Gifts made to the school district become the property of the Board of Education.

No individuals are authorized to receive gifts or contributions for a school or school district without prior approval of the Superintendent or his designee, as only the Board may accept a gift. However, staff members may seek out sources of gifts and bring them to the attention of the Superintendent, who shall investigate the conditions of the gift and inform the Board if he recommends their acceptance.

While the Board acknowledges that a donor may request that the contribution benefit one particular school, it is the policy of the Board that all contributions be given to the Board for the benefit of the district as a whole. Upon the recommendation of the Superintendent, the Board may assign the gift or contribution in accordance with the request of the donor.

The acknowledgement of a significant gift through naming or other forms of recognition shall be permitted, subject to public disclosure and review. The Board believes that a case-by-case process of disclosure and review is the appropriate vehicle for upholding both the necessary limits on acknowledgements and their value as a means of recognizing individuals and organizations that have made a significant gift to the school district. The placement, prominence and duration of the recognition shall be related to the significance of the donation and will be decided on a case-by-case basis.

In instances where recognition through naming is for a specific duration, the donor so recognized will be offered a "right of first renewal"; that is, the opportunity to extend the duration of the naming of the facility or location at the close of the original term through the making of an additional gift. The duration of any such extended term of recognition will be decided by the Board on a case-by-case basis.

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GIFTS AND CORPORATE SPONSORSHIPS

Schools shall not be renamed for individuals or organizations that have given a gift, nor shall any recognition be in the form of an advertisement. Acknowledgements shall be tasteful and non-intrusive, and naming recognition shall not be conferred upon unethical individuals or organizations. The naming of a facility or location shall require Board approval. Other forms of acknowledgement may be carried out by the Superintendent or his/her designee.

In no case shall acceptance of a gift be considered an endorsement by the Board of a commercial product, business enterprise or institution of learning. This policy does not encompass the granting of class awards and scholarships.

CORPORATE SPONSORSHIPS

The Board believes school-community relationships can contribute to maintaining and improving high quality education programs and facilities. Corporate sponsorship activities that are consistent with the goals and objectives of the school district may be evaluated and recommended to the Board of Education for implementation within the district by the Superintendent. This Policy shall be administered to protect the school district's name, pupils, and/or staff against exploitation.

Corporate Sponsorship Proposals

A potential corporate sponsor must submit a written corporate sponsorship proposal to the Superintendent. An organization's sponsorship activity may include, but is not limited to, financial support to a school curricular or co-curricular activity or program, a school facility improvement, and/or a school assembly program. No pupil or staff member will be required to participate in surveys and/or focus groups as a condition of a corporate sponsorship.

In appreciation for such sponsorship, the school district will appropriately acknowledge the organization's contribution to the school district. The acknowledgment may include a public address announcement at an activity, signage at the activity or on school grounds, or through other reasonable means. Posting of signs identifying the sponsor shall not be considered the district's endorsement of the product or service of a company.

The Board reserves the right to terminate the sponsorship at any time.

The corporate sponsorship proposal shall include the specific sponsorship activity, the proposed time period/duration of the activity, the requested acknowledgement, and shall acknowledge the Board's right to terminate such corporate sponsorship at any time. The return of any benefits provided to the district as a result of the Board's termination will be limited to and in accordance with the provisions of the written corporate sponsorship proposal approved by the Board.

Board Approval of Corporate Sponsorship Activities

All corporate sponsorship proposals shall be approved by the Board upon the recommendation of the Superintendent. The Board reserves the right in its sole discretion to reject any and all proposals or portions of proposals.

Duration of Corporate Sponsorship Activities

A corporate sponsorship shall be for a specified duration. At the conclusion of this approved period, and if the sponsor desires to continue the sponsorship, an updated sponsorship proposal must be prepared by the sponsor and may be submitted to the Superintendent for approval by the Board for renewal. While there shall be no limit to the number of times the Board approves the updated sponsorship proposal, there shall be no expectation a corporate sponsorship will be renewed beyond the Board approval dates.

Nature of Corporate Sponsorship

Schools shall not be renamed for corporate sponsors and corporate advertisements shall be tasteful and non-intrusive. In determining where to place corporate sponsorship acknowledgments, every effort will be made to minimize advertising to captive audiences, and any disruption or intrusion on the delivery of educational programming to district students shall be avoided. Corporate sponsorship acknowledgements shall not be placed in classrooms.

Applicable Laws

All corporate sponsorship proposals approved by the Board shall be consistent with all district collective bargaining agreements, competitive bidding and purchasing laws, district policy and regulations, and all applicable federal and State laws, administrative codes, rules, and regulations. The Board may retain the services of an outside consultant to assist in securing corporate sponsors for the district, and any and all such consultative services shall be procured in a manner consistent with applicable bidding and purchasing laws.

Initial Adoption:	June 2, 2008
First Reading:	September 24, 2012
Second Reading:	October 15, 2012
Latest Adoption:	October 15, 2012

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Recognition of Gifts from Outside Sources

7250 RECOGNITION OF GIFTS FROM OUTSIDE SOURCES

Policy 7250 was repealed at the Regular Board of Education Meeting held on June 2, 2008. Refer to Policy 7230.

Cross Reference: 7230

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Disposition of Property

7300 DISPOSITION OF PROPERTY

The Board of Education directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district. The disposition of any school property will occur in accordance with this policy and applicable laws.

The Board, by a recorded roll call majority vote, may dispose, by sale or otherwise, in the manner described by law, of any lands or any rights or interest therein, owned by it, which cease to be suitable or convenient for the use for which they were acquired or which are no longer needed for school purposes. If an approved site is to be 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 NJ Department of Education in accordance with the requirements of N.J.S.A. 6A:26-7.4 et seq. The Department of Education will notify the district of its approval or disapproval.

Property, the value of which exceeds the threshold established in accordance with law in any one sale, and is neither livestock nor perishable nor is to be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey shall be sold at public sale to the highest bidder when and how required by law. Any district property designated for donation or unsold after public offer shall be offered without cost to school-related community organizations or charitable and nonprofit organizations located in this district.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent, or his/her designee, shall develop regulations for the disposition of district property that provide for the review of the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest and applicable laws.

N.J.S.A. 18A:18A-5; 18A:18A-45; 18A-20-6 et seq.
N.J.A.C. 6A:26-7.4

Cross Reference: 7100

First Reading: October 7, 2002
Second Reading: October 21, 2002
Adopted: October 21, 2002

7410 MAINTENANCE AND REPAIR

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

The Board will develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26A-3.1 and 6A:26A-3.2. A "comprehensive maintenance plan" means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(c), may not approve the school district's budget if the required annual maintenance budget is not included in the budget certified for taxes.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26A-1.1 et seq.

Cross Reference: 7100

First Reading: March 16, 2009
Second Reading: April 20, 2009
Adopted: April 20, 2009

R 7410 MAINTENANCE AND REPAIR

A. Inspection

1. The head custodian shall inspect the facility daily for proper functioning and cleanliness in critical areas.
2. The Principal with the head custodian and the Property Services Director shall make a monthly inspection of the school building, support facilities, and grounds to identify any required repairs or replacements.
3. Safety inspections of the facility will be made in accordance with Regulation 7430.
4. Health and sanitary inspections of the facility will be made in accordance with Regulation 7420.

B. Reports

1. Reports of each inspection required in ¶A1 and ¶A2 will be made on the prescribed district form to the Property Services Director.
2. Repairs required between inspections may be reported to the Property Services Director by any staff member on the applicable district form. Whenever possible, only one request will be made on each form.
3. The Property Services Director will report to the School Business Administrator/Board Secretary those repairs to be performed by the district staff and those that require the services of an outside contractor.

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. All work order requests will be submitted to the Property Services Director.
2. The Property Services Director 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. Routine for work that can be completed during the summer months or whenever staff is available.
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. When the work is completed, the work order form will be signed by the requestor. The original work order will be filed with the Property Services Director with a copy to the requestor.
5. The Property Services Director is authorized to make single purchases required for repairs in an amount approved by the School Business Administrator/Board Secretary.

D. Repairs by Outside Contractors

1. The Property Services Director 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.
2. The Property Services Director shall be responsible for supervising the conduct of the work.

E. Replacements and Improvements

1. The Property Services Director will prepare a replacement schedule that lists all significant district plant and equipment. Annual recommendations will be made in the budget to maintain the schedule of replacements.
2. Replacements required but not yet scheduled shall be submitted to the Principal or the Property Services Director on a budget request form for consideration in the next annual budget.
3. A comprehensive district maintenance plan shall be prepared every five years in accordance with N.J.A.C. 6:8-4.9(a)7 in order to meet facility needs and comply with law.

First Reading: January 28, 2002
Second Reading: February 4, 2002
Adoption: February 4, 2002

7420 HYGIENIC MANAGEMENT

The Board of Education shall approve a program of hygiene management. The Superintendent or his designee shall develop and implement a program of hygiene management to be instituted in all facilities and explained annually to all staff.

Each school shall be inspected for cleanliness and sanitation by the school nurse and the school physician not less than once each year. Any problems shall be reported to the Property Services Director.

The Board of Education shall cooperate with the local board of health in the sanitary inspection of the schools' toilets, washrooms, food vending machines, water supply, and sewage disposal systems.

The Director of Special Services, under the direction of the Superintendent, shall prepare, in consultation with the school medical inspector, regulations, first aid and emergency medical procedures that utilize universal precautions in the handling and disposal of blood and body fluids, whether or not pupils or staff members with HIV infection are present. School staff members and volunteers shall be provided the supplies for implementing the procedures. In particular, school nurses, custodians, and teachers shall be trained in proper handling procedures. These regulations and procedures will comply with the regulations of the State Department of Health and State Department of Labor (OSHA Standards for Occupational Exposure to Bloodborne Pathogens) and recommendations of the Centers for Disease Control and Prevention.

Bloodborne Pathogens

In accordance with federal OSHA regulations, the Superintendent or his/her designee shall establish a written Exposure Control Plan designed to eliminate or minimize employee exposure to such infection. The plan shall list all known job classifications and tasks in which exposure occurs; describe and require the implementation of workplace controls to eliminate or minimize exposure; require the provision of hepatitis B vaccination to employees who have occupational exposure; and require the provision of a training program for employees who have occupational exposure. The plan shall be updated annually and as required to include new or revised employees positions with occupational exposure. A copy of the plan shall be made accessible to employees.

Disposal of Medical Waste

The Director of Special Services shall prepare, in consultation with the school medical inspector, a medical waste disposal program to ensure all medical waste, including needles and sharps, are disposed of in accordance with the rules and regulations of the New Jersey Department of Health.

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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Hygienic Management

Chemical Hygiene

The Superintendent or his/her designee shall develop and implement a chemical hygiene plan in accordance with federal OSHA regulations, and shall establish procedures that protect employees from health hazards.

The program of chemical hygiene will be implemented by the Chemical Hygiene Officer. The Science Department Chairperson will serve as Chemical Hygiene Officer for all schools in the district and shall be responsible for the examination of all school facilities to determine where hazardous chemicals are used and to ensure compliance of all school facilities with the chemical hygiene plan.

29 C.F.R. 1910

N.J.A.C. 6:29-1.3; 6:29-1.6; 6:29-2.5; 6:29-3.4

N.J.A.C. 8:52-7.8; 8:61-1.1

First Reading: March 12, 2001

Second Reading: March 19, 2001

Adopted: April 2, 2001

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. Students are not permitted to have any responsibilities that would require the handling of body wastes or fluids.
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.
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.
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 or legal guardian.
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.
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
- sufficiently strong 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 contractor, 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 contractor 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.

First Reading:	January 28, 2002
Second Reading:	February 4, 2002
Adoption:	February 4, 2002

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 or 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 Superintendent establishes that identification is not feasible or is prohibited by state or federal law.
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 the law requires no such consent.
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 or 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 and bi-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.
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 bio-hazardous materials, and
 - n. An opportunity for interactive questions and answers with the person conducting the training session.
2. The person conducting the training shall be knowledgeable in the subject matter covered as it relates to the workplace that the training will address.

N.J.A.C. 6A:16-2.1

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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
 - 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 or 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 Tague 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)).

Organize peroxides, which undergo auto-accelerating 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
 - 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/m³;
 - (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 2. Monitoring may only be terminated in accordance with the relevant standard. The Chemical Hygiene Officer will notify in writing affected employees within 15 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 Chemical Hygiene Officer 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;
 - 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 Superintendent or his/her designee 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. Record-keeping

The Superintendent or his/her designee 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 1910.20.

First Reading: January 28, 2002
Second Reading: February 4, 2002
Adopted: February 4, 2002

7430 SCHOOL SAFETY

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

The Superintendent or his/her designee shall prepare regulations governing school safety and the prevention of accidents and fire that include as a minimum the requirements of law and the applicable rules of various departments of state government. Safety regulations shall be promulgated to all school employees and shall be reviewed and evaluated annually.

The Superintendent is directed to appoint a district safety officer, who may form an advisory committee consisting of district personnel and appropriate community representatives.

N.J.S.A. 18A:6-2; 18A:40-12.1; 18A:40-12.2

N.J.S.A. 40:67-16.7

N.J.A.C. 6:29-1.3; 6:29-1.7; 6:43-2.2; 6:53-1.1 et seq.

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

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 or legal guardian and/or family physician immediately.
3. Parents/legal guardians shall be requested to pick up the pupil. If a parent/legal guardian 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. Parents or legal guardians should be contacted as soon as possible. If a parent or guardian is not available to accompany the student, a member of the school staff shall accompany the student to the hospital. Per Board Policy 8441, only a school nurse may drive a pupil to the hospital.
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 24 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.

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 at 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.

Cross Reference: 8441-Care for Injured and Ill Persons

First Reading: January 28, 2002

Second Reading: February 4, 2002

Adoption: February 4, 2002

7432 EYE PROTECTION

The Board of Education directs the implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The Superintendent shall be responsible for the continual monitoring of the school program, including, but not limited to, all vocational education, industrial arts education, science education, technology education and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education, the American National Standard Practice for Occupational and Educational Eye and Face Protection, ANSI Z87.1-1979, and American National Standard Practice for the Safe Use of Lasers, ANSI Z136.1-1986 and the New Jersey Administrative Code.

Each classroom, shop, laboratory, and other area of the school in which pupils or staff members are exposed to caustic materials that can cause damage to the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The Board requires each staff member responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.

A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by the class teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A staff member who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every staff member required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices should be directed to leave the school premises.

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PROPERTY
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Eye Protection

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education and shall provide in-service training to staff members whose instructional duties include activities hazardous to the eyes. The Superintendent shall report annually to the Board on the implementation of the eye protection program and the eye injuries, if any, occurring in the course of the instructional program.

N.J.S.A. 18A:40-12.1; 18A:40-12.2
N.J.A.C. 6:29-1.7; 6:53-5.1

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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Hazardous Substances

7433 HAZARDOUS SUBSTANCES

The Board of Education shall provide, publish and post rules and laws governing hazardous substances in the school district. The Board of Education shall provide in-service training for handling such substances.

The Superintendent or his/her designee shall conduct periodic audits of hazardous substances in use in the district, ascertain that such substances are being handled in accordance with appropriate safety requirements, and determine that the employees who are required to handle hazardous substances are properly trained and equipped to do so.

The Superintendent shall take such action as may be necessary and feasible to minimize the use of hazardous substances in the district.

The Superintendent shall report periodically to the Board on hazardous substances in district use and the purpose of each.

N.J.S.A. 34:5A-1 et seq.
N.J.A.C. 6:29-1.3; 6:53-4.1 et seq.
N.J.A.C. 8:59-1 et seq.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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Smoking on School Grounds
M

7434 SMOKING ON SCHOOL GROUNDS

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purposes of this policy, "smoking" means the burning of, inhaling the smoke from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School buildings" and "school grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities or other individuals during those times when the school district has exclusive use of a portion of such land.

In accordance with law, the Board prohibits smoking at all times anywhere on school grounds.

Notwithstanding any provision of this policy, smoking by pupils is governed by Policy No. 5533.

Sign indicating smoking is prohibited on school grounds as defined above, will be posted in accordance with law, and shall also indicate violators are subject to a fine. Pupils and district employees who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this policy or law after being ordered to stop smoking on school grounds and may request the assistance of law enforcement to accomplish this departure and removal.

In the event the person is found to have violated this policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:69.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63
N.J.A.C. 6A:16-1.3
N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Initial Adoption: May 3, 2010

First Reading: March 10, 2018
Second Reading: March 19, 2018
Adoption: March 19, 2018

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PROPERTY
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Alcoholic Beverages on School Premises

7435 ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

The Board of Education prohibits the possession and consumption of any alcoholic beverage, by any person in any school building, on school buses, and on school property or at any school sponsored activity.

The Superintendent shall report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises, on school buses or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 18A:40A-12
N.J.S.A. 24:21-2 et seq.

Cross References: 3218, 4218, 5530

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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Drug Free Workplace
M

7436 DRUG FREE WORKPLACE

The Board of Education prohibits the unlawful manufacture, distribution, dispensing, possession or use of any controlled dangerous substance by any person in any school building, on school grounds, or during any activity or event sponsored by the Board.

Every employee of this district must, as a condition of employment, agree to be bound by this policy. An employee who violates the prohibitions or reporting requirements of this policy will be subject to discipline, which may include dismissal, or certification of tenure charges, as appropriate. An employee whose involvement with drugs results in a conviction for a crime of the third degree or above or for an offense touching his or her position will be deemed to have forfeited his or her public employment, pursuant to N.J.S.A. 2C:51-2.

An employee who is convicted of a drug related offense must report the conviction to the Superintendent within five days of its occurrence. The Superintendent will, within ten days of the date on which notice of the conviction is received, report any such conviction resulting from drug use in the workplace to any federal agency from which the district has received funds through a grant.

The Board directs the Superintendent to establish and maintain a program to:

1. Alert employees as to the dangers of drug abuse in the workplace;
2. Inform employees of the prohibitions against drugs set forth in this policy;
3. Inform employees of available drug counseling, rehabilitation, and assistance programs; and
4. Warn employees of the penalties that may be imposed for violations of prohibitions set forth in this policy.

The Superintendent shall report to law enforcement officials and prosecute as appropriate any employee or visitor who violates the prohibitions of this policy. A pupil or employee who violates this policy will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

This policy will be distributed to each district employee, including all those engaged in the performance of services under a federal grant, and will be prominently posted in the district.

41 U.S.C.A. 701 et seq.
34 CFR 85.600 et seq.
N.J.S.A. 2C:33-15 et seq.
N.J.S.A. 24:21-2 et seq.

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

7440 SECURITY OF SCHOOL PREMISES

The Board of Education shall approve a Security Plan for all district facilities.

The Superintendent or his designee shall develop a district security program. The plans shall include the maintenance of facilities secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and the observation of safe practices in the use of electrical, plumbing, and heating equipment. The Board directs close cooperation of district officials with local law enforcement officers, fire fighters, the sheriff's office, and insurance company inspectors.

Each building site is the responsibility of the Principal or his/her designee. All school activities outside the regular session hours must have a custodian with Black Seal designation on duty to be available in the event of an emergency.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of security guards in situations in which special risks are involved.

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

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PROPERTY
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Monies in School Buildings

7442 MONIES IN SCHOOL BUILDINGS

All monies collected shall be receipted and accounted for and directed without delay to the proper location of deposit.

In no case shall monies be left overnight in schools excepts in safes provided for safekeeping of valuables.

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

7450 FIXED ASSETS

The Board shall develop and maintain a complete inventory by physical count of all district-owned equipment and supplies through a perpetual inventory.

For purposes of this policy, "equipment" shall be defined as a unit of furniture or furnishings, an instrument, a machine, an apparatus, or a set of articles that retains its shape and appearance with use, is non-consumable, costs at least \$500 as a single unit, and does not lose its identity when incorporated into a more complex unit.

The certified School Business Administrator shall insure that inventories are systematically and accurately recorded and that property records of equipment are adjusted annually. Property records of consumable supplies shall be maintained on a continuous inventory basis.

The certified School Business Administrator shall maintain a system of property records that show, as appropriate to the item recorded, description and identification, manufacturer, year of purchase, initial cost, location, condition and depreciation, and current evaluation in conformity with insurance requirements.

N.J.A.C. 6:20-2.4; 6:20-2.6

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

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PROPERTY
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Energy Conservation

7460 ENERGY CONSERVATION

The Board of Education directs the Superintendent to develop and implement regulations for the conservation of energy in the management of school buildings.

The Board further directs all employees of this district to cooperate in the program of energy conservation.

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

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PROPERTY
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Motor Vehicles on School Property

7480 MOTOR VEHICLES ON SCHOOL PROPERTY

To the extent reasonably available, the Board of Education shall provide parking areas for staff and visitors at all district facilities.

The Board of Education prohibits the use or presence of any motor vehicle, including motorcycles, all-terrain vehicles, snow mobiles, and mopeds, for any purpose on any part of the school property owned by the Board other than the driving and parking areas established by the Board except as expressly permitted by the certified School Business Administrator or his/her designee.

The Board directs the Superintendent to have notices posted forbidding the parking of motor vehicles in undesignated areas of the school grounds.

The Board reserves the right to prosecute in a court of competent jurisdiction any person whose violation of this rule results in damage to the property of this district.

N.J.S.A. 2C:17-3
N.J.S.A. 18A:37-3

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

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PROPERTY
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Animals on School Property

7490 ANIMALS ON SCHOOL PROPERTY

Pet animals are not permitted on school district grounds, except by the express permission of the building principal. Without such permission, a pet owner who brings or permits his or her animal on school grounds has committed an act of trespass. If an animal is found running at large on school grounds, its owner will be deemed to have permitted the animal to enter school property.

The Superintendent shall direct the building principal to give notice regarding the prohibition of pets by posting appropriate signs on school property. The Principal shall report to the appropriate municipal authorities any pet that runs at large on school property and any pet owner whose animal is present on school property is in violation of this policy.

Nothing in this policy is meant to imply that assistance animals are not permitted on school district grounds.

Cross Reference:	2560
First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

7510 – USE OF SCHOOL FACILITIES

The Board of Education has a responsibility to preserve, for educational purposes, the usefulness and integrity of district facilities. To this end, the district shall manage community usage of school facilities and property with scheduling aimed at maintaining reasonable limits on wear and tear. The fee structure shall assure that the district incurs no additional cost in the operation of the facility and shall help assure the district's continued ability to maintain and upgrade its facilities.

Organizations related to the school district, including but not limited to sponsored and non-sponsored student groups, shall receive preference in consideration for the use of district facilities. The Board of Education shall also make district facilities available to responsible organizations, associations, and individuals of the community for activities to include, but not be limited to, civic, cultural, welfare, recreational, and commercial activities, which do not infringe upon or interfere with the conduct of school activities, and do not counter the best interests of the school system. Community usage shall be subject to the Board's adopted fee schedule, policies, and regulations.

The Board reserves the right to waive a usage fee where it has a reciprocal use agreement with another municipal entity, or with a South Orange or Maplewood based program.

Preferences

The Board recognizes that certain organizations and activities should be granted a preference concerning the availability and use of school facilities. The following factors will be considered in determining any preference for use of facilities:

1. A South Orange or Maplewood based program operated by an entity with a reciprocal facility usage agreement with the district, over a South Orange or Maplewood based program operated by an entity without such a reciprocal facility usage agreement;
2. A South Orange or Maplewood based organization over a non-South Orange or Maplewood organization;
3. An organization whose majority membership is comprised of South Orange and/or Maplewood residents over an organization having majority membership of non-residents;
4. An organization whose activities are generally free and open to the public over an organization charging for activities.

Prohibited Activities

The Board recognizes that authority to use District facilities is not without limitation. Accordingly, the following types of activities shall be prohibited:

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Use of School Facilities

1. Any activity promulgating any theory or doctrine subversive to the laws of the United States or any political sub-division thereof, including, but not limited to, activities which advocate governmental change by violence;
2. Any activity which would be injurious to the buildings, grounds or property of the District or any activity which conflicts with school activities or the administration of educational objectives;
3. Any activity which discriminates against members of any protected class, including but not limited to discrimination based on age, sex, race, national origin, disability, religion or sexual orientation, except where exempt by law.

Usage Conditions

The Board reserves the right to limit, control, and determine the conditions of any and all uses of school facilities. These conditions include, but are not limited to:

1. Time and location restrictions must be observed
 - a. Community usage should not interfere with school activities.
 - b. Community usage should not interfere with thorough maintenance and cleaning of school facilities.
 - c. Use of lighted fields at night must be sensitive to the needs of the surrounding neighborhood.
2. User groups must be responsible and cause no damage to or worsen appearance of district facilities
3. User groups must provide adequate supervision to any underage persons
4. Restrictions related to animals on school property must be observed per Policy #7490
5. User groups must compensate the district for any damages caused by user negligence

The Superintendent is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above purposes and limitations. The Superintendent shall provide ample notice to user groups when usage conditions change, including variable times and locations. The Superintendent is directed to establish guidelines and procedures governing the use of District facilities and restrictions concerning the use of lighted fields at night.

The Superintendent shall recommend a fee structure for facilities usage. That fee structure will be designed to ensure that community facility usage is at least cost-neutral to the district, and will include, but not be limited to, reimbursement for security, custodial, utility and maintenance and upkeep costs incurred by the district.

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Use of School Facilities

Nothing in this policy shall be construed as prohibiting the Board from entering into facilities usage or lease agreements on a "for profit" basis with outside organizations that desire to do so, provided such agreements are not harmful to the interests of the school system and do not otherwise violate this policy.

N.J.S.A. 18A:20-20; 18A:20-34

Initially Adopted:	November 16, 2009
First Reading:	January 19, 2011
Second Reading:	February 16, 2011
Latest Adoption:	February 16, 2011

R 7510 USE OF SCHOOL FACILITIES

1. District or school organization activities shall have priority over other requests for use of facilities, regardless of prior approvals or the date of application.
2. The District reserves the right to refuse any application or cancel a previously authorized use permit and refund the unearned portion of any payment made when it deems such action is in the best interest of the District.
3. Authorization for the use of school facilities shall not be considered an endorsement or approval of the using group, nor the purposes they represent.
4. No group will be allowed access to the building unless an adult is present who as an officer of the sponsoring organization will assume full responsibility for the observance of all rules and regulations prescribed by the Board of Education. If supervisor is not present, no participants will be allowed access to the facility.
5. Sponsoring organizations shall have sufficient competent adult and/or special supervision. Depending on the type of event and the anticipated crowd, the district reserves the right to require that security guards be present at the expense of the using group. **Groups will be charged for at least one guard for any event with an attendance of 150 or more people.**
6. All people are to be in the area specified in the agreement for facility use. Users failing to comply may have their permit terminated. The granting of applications confers no privileges with reference to any part of the property other than that specifically requested.
7. Organizations using facilities agree to restore equipment and furniture to its original arrangement and to leave the facility clean. All applicants may be held responsible for any expenses incurred by the District arising from the use of the facility. In the event of damage, each applicant agrees to promptly pay the District's invoice for the amount due. Depending on the nature of the requested event, an advance damage deposit, calculated on a case-by-case basis, may be required. Whenever materials, furnishings or rubbish are left after any use, the applicant will be required to pay for the cost of removal, which will not be delayed for the convenience of the applicant.
8. The use of tobacco products, alcoholic beverages and other narcotics is prohibited by law in school buildings and on school grounds.
9. Boisterous conduct, betting, or other forms of gambling are prohibited in school buildings and on school grounds.
10. Keys to the buildings or facilities will not be issued to any individual or group. Building custodians or other authorized District personnel will open doors.
11. All meetings shall terminate and rooms be vacated by 9:30 p.m. on weekdays during the school year, unless otherwise approved.

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Use of School Facilities

12. Use of certain equipment or services may require training or additional charges for supervision such as sound and lighting equipment (see equipment fees).
13. The use of kitchens is dependant on the approval of the Food Service Director. When school kitchens are used, a food service employee will be present and must be compensated at their overtime rate (4 hour minimum). Dishes, silverware, and utensils of the cafeteria may not be used.
14. Groups using the Columbia High School pool must provide a Red Cross certified lifeguard (certification to be filed in the Athletic Office).
15. No food or drink is to be sold or consumed in any gymnasium or auditorium or in the pool area.
16. All persons using gymnasiums for athletic contests must wear rubber-soled shoes.
17. It will be incumbent upon the organizations using the schools to advise the Police Department if it is expected that there will be more than the average amount of traffic. It will not be the responsibility of the Board of Education to pay for any service rendered in this regard.
18. The applicant is required to restrict attendance to the seating capacity of the facility being used and conform to all municipal Fire Code and other rules and regulations pertaining to public assemblies. The number of tickets sold must not exceed the seating capacity of the auditorium or other facility for which permit is granted.
19. The Board of Education reserves the right to cancel any contract for use of school facilities when necessary for the efficient conduct of school programs and/or activities, or due to a school emergency. The Board will make every effort to provide 14 days notice of such cancellation and will make every effort to accommodate the organization seeking to use our schools in another suitable facility. In the event the usage is canceled by the district due to inclement weather, the organization will either be credited for the missed time on the organization's invoice or be granted future use as deemed available by the Facility Coordinator.
20. Prior to use of any facility the organization will need to submit a certificate of insurance naming the Board of Education as an additional insured. A minimum of \$1,000,000 in general liability and \$2,000,000 in excess liability is required. Additional requirements are specified on the facility use application.
21. Fees for facility usage will be based on user group type defined as follows:
 - User Group 1: School Activities and Municipal Programming: User group 1 includes organizations directly affiliated with the District and programming sponsored by the Townships of Maplewood and South Orange. User Group 1 organizations will incur no rental use charge and no custodial charge when a custodian is present as part of his/her normal work schedule and no additional time is required. This category includes school related activities, such as District teams and clubs (including parent support groups), SOMEA, The Parenting Center, ACHIEVE, and Board of Education activities as well as programming sponsored by the municipalities. Equipment use fees will apply to municipality programming.

- User Group 2: School Partnerships and Resident Athletic Leagues*: User group 2 includes organizations that partner with the schools to serve the students, parents and teachers of the district. Custodial charges may be waived when a custodian is present as part of the regular school day schedule. Custodial overtime and equipment fees will apply. This category includes parent teacher organizations, SOMEF and Scout groups and District Coaches running off-season clinics for District teams where there is no fee charged to participants (does not include sports camps with non-CHS participants).
- User Group 3: Private Interest or Non-Government Groups: User group 3 includes those citizens, associations, clubs or other organizations who wish to use school facilities for commercial, for profit or nonprofit purposes. The District will impose a facility use rental fee, appropriate custodial fees and equipment fees for this type of use. This category includes all groups that do not fall under the definitions of groups 1 and 2.
- User Group 4: Long Term Use: User group 4 applies to organizations that desire the use of school facilities on a long-term basis such as the South Orange Maplewood Adult School and the South Mountain YMCA, South Orange Symphony, and Essex County Youth Orchestra. All terms and conditions pertaining to long-term use of the facilities will be negotiated separately.

Field and Track Usage

Athletic fields/facilities may not be used before 8:00 am, except for individual use of the running track after 6:00 am, or after dusk, except where lights are utilized. All BOE properties have a 9:00 pm lights out time for all outdoor facilities, Monday through Thursday. Practices and games should be scheduled to end BEFORE this time with the lights to be turned off as soon as the pick up of players allows. All properties shall have a 9:00 pm time limit with the exception of district games on Friday nights when lights may be used until 10:00 pm.

Saturday and Sunday field and track usage will be between the hours of 8:00 am and 6:00 pm. Lights will be used only for the exceptional district usage after 6:00 pm which will end by 9:00 pm on Saturday and 6 pm on Sunday. Occasional exceptions to these limitations may be granted by the Superintendent or his designee.

Applicants must submit an application for use at least two weeks in advance of proposed scheduled activity. In case of a confirmed emergency and confirmation of this emergency can be supplied by the applicant, a waiver of this two week guideline may be considered. No activities will be considered or scheduled in excess of 6 months prior to the activity.

*Resident Athletic Leagues – are defined as non-governmental athletic leagues whose enrollment is comprised of a minimum of 85% South Orange Maplewood students or residents. The burden of proof as to the residency of members for a group to qualify as a “resident group” shall rest with the organization which will provide to the BOE an affidavit, attesting to the residency of the group’s membership and a complete membership list including the names, addresses and telephone numbers of the participants. Intent to defraud the Board as to residency of members will result in the group being denied access to school facilities.

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Use of School Facilities

The group that is renting the fields and track must understand that the BOE and the high school athletic department will have priority in scheduling. Unfortunately there may be instances that confirmed dates may need to be cancelled due to the needs of the high school athletic department however all efforts to avoid this conflict will be made.

Priority is given within a particular sport's New Jersey State Interscholastic Athletic Association (NJSIAA) designated "season" to that sport. In season sports have equal status to each other; out of season sports have equal status to each other.

On the last business date of each month, such available time will be allocated to such users for the second following month (for example, on March 31 for the month of May).

An additional fee is charged for those groups requiring the use of the lights on Lynn V. Profeta Field. These lights are available for use by outside groups for **practices only** and may be used Monday - Friday up until 9 pm for non-district events.

The organization using the complex must notify the Maplewood and South Orange police of their activity schedule. The police will issue warnings for parking violations and enforce the regulations as they deem necessary. The police will post and remove temporary no parking signs. Participants **MUST** adhere to both the temporary and permanent parking restrictions. Organizations are expected to inform participants throughout the day of parking restrictions either by loud speaker or by posting notices or both.

The organization must arrange for police coverage during events with more than 100 people in attendance for security purposes and to monitor parking compliance and traffic control. Police coverage must be arranged a minimum of five days in advance. Failure to obtain appropriate coverage will forfeit future use of the facilities.

It is understood and agreed that the applicant assumes responsibility for restoring facilities to the condition in which they were found and for removal or replacement of all materials, equipment and furnishings, which are left after the use of school facilities. Any work needed to be done by the Board of Education in this regard will be billed to users.

Permit holders and those using Board of Education facilities and fields that abut private properties must respect those properties. User action such as trespassing, littering, urinating and harassing, will not only cause the permit to be revoked but will also subject the offending user to further administrative action, as deemed appropriate by Athletic Director.

The sound system may be used at an additional cost. A single representative should be responsible for making the announcements. The sound system can only be used after 10:00 am and the volume must be maintained at a reasonable level. Announcements should be limited to the reporting of the game and other related announcements. There shall be no continuous music and no lewd comments. Failure to adhere to regulations will forfeit future use of the sound system.

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Use of School Facilities

The sound system is available on weekdays for district competitions only up until 6 pm and on weekends for games only. Occasional exceptions to these limitations may be granted by the Superintendent or his designee

The organization is liable for all damage or injury to property or persons that occur or are caused by the use of the field or track, and by accepting the use agreement agrees to hold the South Orange Maplewood Board of Education harmless from any claim whatsoever which may result from such use.

The permit is revocable at any time at the discretion of the school district. Reasons for revocation include but are not limited to:

- Providing incorrect information on an application form
- Failure to adhere to the rules and or/conditions of the usage
- Failure of payment for previous usage

Groups may be charged \$300 per day for unauthorized field use. There is a \$25 fine (where applicable) for leaving nets up or not breaking down the goals and moving them off the field.

All managers, coaches or persons in charge of a group using the fields will be responsible for the conduct of all participants, spectators and others connected with the activity, including visiting teams and opponents. Organizations are responsible for seeing that their guests, participants, and spectators observe all Sports Complex rules and regulations.

- Absolutely no food or drinks other than water are allowed onto the turf field. Gatorade and other sports drinks are prohibited.
- Gum chewing is not allowed by anyone using the turf field or track.
- No metal spikes or metal cleats are allowed to be worn on the field.
- No glass containers are permitted on the turf field or track.
- No smoking or tobacco products are permitted anywhere at the Underhill Sports Complex or on any school property.
- No chairs may be brought onto the field
- Nothing should be driven into the field (portable goal stakes, etc.)
- No animals are permitted on school property.
- No use of illegal drugs, alcohol or alcoholic beverages is permitted on school property.
- No littering or dumping of debris. Deposit trash and recyclables in appropriate receptacles.
- Idling for more than three minutes by cars or busses is prohibited.

The Complex cannot be used when weather conditions involve the threat of lightening. The presence of even distant thunder warrants leaving the fields. The fields must remain clear for 30 minutes after a storm.

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Use of School Facilities

If usage is to be cancelled, the organization must notify the Athletic Office at least 12 hours prior to the event time. If the usage is on a weekend or on a day that schools are closed, the organization must notify the Athletic Office of cancellation by noon on the last school day preceding the usage. This is extremely important so that arrangements can be made to cancel custodial coverage and lock the facility while not in use. If these timelines are not followed, the group will be required to pay their full amount.

Should lights be left on or gates left open after an event, notification should be made to the Maplewood Police Dept. who will have emergency contact information for district.

First Reading:	October 19, 2009
Second Reading:	November 19, 2009
Adoption:	November 19, 2009

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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Loan of School Equipment

7520 LOAN OF SCHOOL EQUIPMENT

The Board may lend specific items of equipment on the written request of the user when approval has been granted by the Principal or supervisor and when such equipment is unobtainable elsewhere. Loan of equipment shall not be permitted to interfere with the educational programs of the school.

School equipment may be removed from school property by pupils or staff members only when such equipment is necessary to accomplish a task arising from their school or job responsibilities. The consent of the Principal or immediate supervisor is required for such removal. The removal of school equipment from school property by pupils or employees for personal use is prohibited.

The user of school - owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

First Reading:	March 12, 2001
Second Reading:	March 19, 2001
Adopted:	April 2, 2001

7610 VANDALISM

Any person who purposely or knowingly damages school district property or 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 shall be reported to the appropriate law enforcement agency. A pupil of the school district shall be held liable for the damage. Where the damage to district property is more than minimal or has been caused by a minor not a pupil of this district, the Board will hold liable for the amount of the damage the parent or legal guardian having legal custody and control of the minor responsible for the damage.

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.

A person who purposely defaces or damages district property with any symbol that exposes persons to violence, contempt, or hatred on the basis of race, color, creed, or religion is guilty of a crime and shall be reported to appropriate law enforcement authorities. The Board may also report to the appropriate law enforcement agencies any person whose vandalism of school property is serious or chronic.

The Superintendent or his/her designee shall develop regulations to implement this policy and to protect textbooks, school equipment, and school facilities from undue wear, damage, or loss.

N.J.S.A. 2C:33-10 et seq.
N.J.S.A. 18A:34-2; 18A:37-3

Cross References: 5500, 5513, 5600

First Reading: March 12, 2001
Second Reading: March 19, 2001
Adopted: April 2, 2001

THE SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

PROPERTY
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School Vehicle Assignment, Use, Tracking,
Maintenance, and Accounting
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7650 SCHOOL VEHICLE ASSIGNMENT, USE, TRACKING, MAINTENANCE, AND ACCOUNTING

The Board of Education adopts this Policy concerning the assignment, use, tracking, maintenance, and accounting of school district vehicles in accordance with the provisions of N.J.A.C. 6A:23A-6.11 and 6A:23A-6.12. For the purposes of this Policy, a "school district vehicle" means a vehicle purchased, leased, leased-purchased, or acquired without cost by gift, donation, or other method by the school district regardless of funding source.

School district vehicle assignment and use shall be in compliance with N.J.A.C. 6A:23A-6.12 and in accordance with OMB Circular 08-16-ADM or any superseding circulars. 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.

The vehicles may be assigned either to individuals or to units within the school district for pool use according to classifications as outlined in N.J.A.C. 6A:23A-6.12(b). No individual assignment shall be made for the primary purpose of commuting. 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. 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.

A school district vehicle shall only be used for business purposes and incidental and reasonable personal use of a school vehicle is prohibited without the approval of the Superintendent and the authorization of an affirmative majority vote of the full Board.

If a school district vehicle is misused the driver's driving privileges for school district vehicles shall be suspended or revoked, and additional disciplinary action shall be taken as appropriate. The Board shall establish and implement a policy for progressive, uniform, and mandatory disciplinary actions to be applied as necessary in the event it is determined a staff member misused a school vehicle.

The Board designates the School Business Administrator as the school vehicle coordinator(s) for district vehicles. The school vehicle coordinator(s) shall maintain inventory control records pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)1., driving records of operators of school district vehicles pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)2., and the records of maintenance, repair and body work pursuant to the requirements of N.J.A.C. 6A:23A-6.11(a)3.

N.J.A.C. 6A:23A-6.11; 6A:23A-6.12

First Reading: March 16, 2009
Second Reading: April 20, 2009
Adopted: April 20, 2009