

**SPRINGFIELD BOARD OF EDUCATION
REGULAR PUBLIC MEETING AGENDA
January 30, 2023**

VISION STATEMENT

Cultivating, compassionate, and extraordinary learners.

MISSION STATEMENT

Springfield Public Schools will challenge every student through meaningful, engaging experiences – empowering all students to flourish and contribute in an evolving world.

Time: 6:13 P.M.

A. CALL TO ORDER AND STATEMENT- President Paula Saha

President’s Statement: Pursuant to the New Jersey Open Public Meetings Act, Public Law 1975, Chapter 231, the Board Secretary caused notice of the meeting to be given to the public and the press on January 3, 2023. The public comment format for this meeting is as follows – attendees wishing to comment during the public sessions will state their name and address. The President of the Board of Education will recognize the attendee at the appropriate time. All of the Board's Policies and Regulations related to public participation in board meetings shall remain in effect, including, but not limited to, the presiding officer's ability to limit each statement made by a participant to a 3- minute duration.

B. ROLL CALL

Vice President Meredith Murphy	Mrs. Kristy Rubin
Mr. Jerry Fernandez	Mrs. Hilary Turnbull
Mrs. Laura Gamarekian	Mrs. Yelena Zolotarsky
Mr. Marc Miller	President Paula Saha
Mr. Hector Munoz- absent	

C. CLOSED SESSION

RESOLVED, That the Springfield Board of Education meeting hereby convenes to executive session pursuant to P.L. 1975 chapter 231 for discussion of the following subjects:

1. Student Matters- The Board participated in a HIB Hearing.
2. Personnel Matters- The Superintendent provided an update on a personnel matter.

It is anticipated that the executive session will take approximately 60 minutes; the Board may take action during public session. The Board shall return to public session, following executive session, at approximately 7 p.m. The minutes of the executive session shall be released to the public when the reason for the executive session no longer exists.

Motion to go into executive session:

Moved: Mrs. Murphy

Seconded: Mrs. Turnbull

Time: 6:13

Voice Vote: AYE- 8 NAY-0

Motion to return to public session:

Moved: Mrs. Murphy

Seconded: Mr. Miller

Time: 7:30

Voice Vote: AYE- 8 NAY-0

D. PLEDGE OF ALLEGIANCE

E. COMMUNICATIONS

- Mrs. Calas shared with the Board that they received articles from NJ School Board Association and Garden State Coalition of Schools around the following topics: School ethics commission decisions, continued staffing shortages, impact of inflation on school districts, Signed Media Literacy Bill, high impact tutoring Bill, upcoming Bills such as the Exit Exam Bill. January also marks School Board Recognition Month. Ms. Calas took the opportunity to recognize all of board members for their contributions and hours they provide to the school district. In addition, 23-24 Budget Timeline was provided. The Board was reminded that they were provided a link to complete their School Ethics disclosure forms. She read in the addenda items for tonight's meeting.

F. MINUTES

The Superintendent recommends:

1. To approve the following minutes:

Reorganization/Regular Meeting – January 3, 2023

Approval of the Minutes

Motion to Approve: Mrs. Murphy

Seconded: Mrs. Gamarekian

Voice Vote: AYE- 8 NAY- 0

G. SUPERINTENDENT'S REPORT

1. Fall 2022 Start Strong Assessment Presentation
2. Referendum Update
3. Preschool Expansion update
4. JDHS Program of Studies
5. Staff/student Recognitions
6. Community Updates
7. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
8. Fund Raiser Request
9. Building Use Request

- Mrs. Scudero provided a Start Strong Assessment Overview and Start Strong Test Design.
- Mrs. Scudero presented the Fall 2022 Start Strong Assessment data and intervention strategies used by the District.
- Dr. Francis provided a remembrance of the passing of retired art teacher, Barbara Delikaris.
- Dr. Francis presented the updates on the JDHS Program of Studies. He reviewed the new and updated courses and course weights.
- College Board recognized JDHS with the 2022 AP CSA Female Diversity Award.
- Special thanks to Mrs. Mary Ellen Powers, AP Computer Science teacher.
- President Saha asked about electives for the 9th graders. Dr. Francis responded.
- Dr. Goldberg provided an update on the pre-expansion update. Full day program will starts on February 13, 2023.

- Dr. Goldberg provided an overview of 23-23 preschool and kindergarten registration.
- Dr. Goldberg made a notation about the Before and aftercare.
- An update on FMG Media Center was provided.
- A referendum overview was provided.
- Dr. Goldberg provided athletic updates.
- Sami Casey was the JDHS recipient of the National Girls and Women in Sports Day Award.
- Mrs. Turnbull also provided some athletic updates.
- Dr. Goldberg recognized Mr. Jacobs' departure and wished him the best. Dr. Goldberg noted that there is an interim athletic director on the agenda.
- Dr. Goldberg provided highlights of the Districts' music program, black history month, Holocaust Remembrance Day, and Lunar New Year.
- Dr. Goldberg read a statement about "No Place For Hate".
- Dr. Goldberg provided calendar reminders.

Approval of the Superintendent's Report, as presented

Motion to Approve: Mrs. Murphy

Seconded: Mr. Miller

Voice Vote: AYE- 8 NAY- 0

H. PUBLIC SESSION ON AGENDA ITEMS

Time: 8:30- 8:57 PM

Jennifer Weberman, 155 Pitt Road, supports the transgender policy.

Student, also supports the transgender policy.

Erica DuBois, 49 Oakland Avenue, supports the transgender policy. She noted that the role of educators and provided statistics about transgender youth suicides.

Raul Cisneros, 74 Redwood Road, noted his concerns with the transgender policy.

Kathy Sottosanti, 314 Raccoon Hollow, Mountainside, NJ, noted her concerns with the transgender policy.

JDHS student, supports the transgender policy. She noted that schools should be a safe space as homes may not be as accepting.

Carlos Santos, 1103 Mountain Avenue, noted his opposition to the transgender policy.

Marissa Ruggiero, 393 Roll Rock Road, noted that the choice should lie with the students and it is important for the students to feel safe about being transgender

Nikki Jasper, 84 Troy Drive, noted her support for the transgender policy.

Elissa Zylbershlag, 17 Henshaw Avenue, noted her support for the transgender policy and provided some statistics.

Anderson Blair, 1807 Park Place, supports the transgender policy. He noted that people should accept people for who they are.

Karen Paschkes, 282 So. Springfield Avenue, noted her opposition of the transgender policy. She noted her contention with cutting parents out.

Andrea Blair, 1807 Park Place, noted her support for the transgender policy. She noted that schools are safe places.

I. FINANCE COMMITTEE- Mrs. Turnbull

Items 1 through 2

The Superintendent recommends:

1. Approval of Bills

To approve the check numbers 051728 through 052130 and wire transfers 800217, 800218 and 888846 through 888863 and 999968, 999969 for the grand total of \$8,400,543.26.

2. Budget Transfers

To approve budget transfers for the 2022-2023 school year (Attachment A).

Approval of Finance Items 1 and 2

Motion to Approve: Mrs. Turnbull

Seconded: Mrs. Gamarekian

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

J. SCHOOL GOVERNMENT COMMITTEE- Vice President Murphy

Items 3 through 22 and Addenda Items 29 and 30

The Superintendent recommends:

3. Staff Appointment

To approve the following staff appointments*:

- a. Katie Knierim, Instructional Aide, Itinerant, effective on/about February 6, 2023 through June 30, 2023 at \$20.62/hr.
Account Number: 11-216-100-106-00-09
- b. Linda Ionta, Interim Athletic Director, Itinerant, effective on/about February 1, 2023 through June 30, 2023 at \$450.00 per diem.
Account Number: 11-402-100-100-00-10
- c. Zhanye Montague, Instructional Aide- Autism Program, Itinerant, effective on/about February 6, 2023 through June 30, 2023 at \$20.62/hr + \$1,250 Annual Stipend.
Account Number: 11-214-100-106-00-09
**Pending criminal background history clearance*

4. Staff Resignation

To accept the following resignations:

- a. Karen Karpanty, Instructional Aide, effective January 27, 2023.
- b. Jovan Siconolfi, Instructional Aide, effective February 3, 2023.

5. Staff Retirement

To accept the following retirement:

- a. Jean Joseph, Custodian, JDHS, effective June 30, 2023.

6. District Substitutes

To approve additional substitutes. NJ Certified Teachers- \$135/day, Sub Certified- \$125/day, Paraprofessionals- \$20/hr., Secretary- \$20/hr., Custodian- \$20/hr., Nurse- \$190/day, Home Instruction- \$44.54/hr., Bus Driver- \$21.76/hr.

SECRETARY

Angela Rapke

SUB-AIDE

Stephanie Bynum

Susan Giordino

7. Leave of Absence

To approve the following medical leave of absence requests and revisions:

a.

Name	Leave Request	From	To	Rate
Kari Cifeli	Maternity Leave	12/23/2022-3/3/2023*	12/23/202 – 5/29/2023*	Unpaid

8. Athletic Coaches 2022-2023

To approve the following athletic coaches for the 2022-2023 school year:

Assistant Coach Girls Spring Track	Kimberly Shelus	\$6,261
Head Coach Girls Lacrosse	Jeff Kaesshaefer	\$7,321
Volunteer Assistant Athletic Trainer	Richard Pagnillo	N/A
Volunteer Assistant Softball Coach	Colleen Badalis	N/A

Account Number: 11-402-100-100-46-14

9. Chaperones 2022-2023

To approve the following chaperone at JDHS for the 2022-2023 school year.

Chaperone Rate: \$30.63

Rachel Petrella

10. Staff Training

To approve the following staff to participate in ReThink training for up to 40 hours to be paid at their hourly contractual rate.

Name
Irene Harrison
George Stevens
Colleen Vandergroef
Fabienne Algene
Suzanne Medina
Monica Okseniuk
Farkhunda Javed

Account Number: 20-488-200-300-31-1s (ESSER III)

11. Independent Study

To approve the following personnel staff for Independent Study:

Name	Course	Rate	Dates
Erica Moore	Independent Study/ Accounting II	\$750.00	9/1/2022 – 1/31/2023

Account Number: 11-140-100-101-28-14

12. Co-Curricular/ Club Advisors

To approve the following co-curricular/ club advisors appointments at JDHS:

Name	Position	Rate	Dates
Anna D’Achille	Assistant Play Director/Choreographer	\$4,129	9/8/2022 – 6/30/2023

13. Educational Programs

To approve the following education program for 2022-2023 school year:

Bedside Instruction			
2009	Learnwell	12/23/22 @ approx. 4 weeks 01/19/23	\$2,440.00
0814	Educational Services Commission of NJ	11/21/22 @ approx. 13 weeks 02/24/23	\$5,304.00
1407	Educational Services Commission of NJ	11/7/22 @ approx. 11 weeks 01/27/23	\$1,122.00
2313	Prime Healthcare Services – Saint Claire’s, LLC.	01/23/23 @ approx. 4 weeks 02/17/23	\$1,100.00
0214	Hand Over Hand, LLC.	01/18/23 @ approx. 4 weeks 02/10/23	\$3,750.00

Account Number: 11-150-100-320-63-11

14. Special Education Related Services/Placements

To approve the following tuition contracts for educational and related service(s) for the 2022-2023 school year.

School	Student (s)	Tuition/Services	
Commission of the Blind*	0102,0102B	\$2,352.00	22-23SY
ECLC^	1919	\$49,000	22-23 SY Aide

Account Number: *11-000-216-320-55-11, ^11-000-100-566-98-11

15. Professional Services

To approve the following professional services contracts:

Vendor	Services	Rate	Cost not to Exceed	Term
Delta T Group	Paraprofessionals/ RBT Services	\$28.00 - \$38.00/hr.	\$43,000	22-23 SY
Environmental Compliance Assistance LLC	Environmental Consulting	\$75.00 - \$185.00/hr.	\$5,000	22-23 SY
Prime Healthcare Services – Saint Clare’s	Home Instruction	\$55/per hour/daily	\$2,000	22-23 SY
Hand Over Hand LLC	Home Instruction	(ABA Therapy \$75/per hr) (BCBA Therapy \$150/hr)	\$5,000	22-23 SY

16. Field Trips

To approve class trips to the following additional destination:

Destination	City	State
Cranford Movie Theater	Cranford	NJ
Raritan Valley Community College	Somerville	NJ

17. Settlement Agreement

To approve the revised settlement agreement(s) between the Springfield Board of Education and parents of student#1313.

18. Special Election

To authorize the submission of two bond proposal questions to the school district voters at a school district election to be held on March 14, 2023 (Attachment B)

19. Conference Attendance

To approve the following conference attendance request and travel related reimbursements:

Attendee	Conference	Dates
Calmar Dave Walker	2023 NJSBGA Conference	March 19-22, 2023

Account Number: 11-000-230-580-XX-XX cost not to exceed \$700

20. Curriculum Adoption

To approve the following curriculum and courses for the 2022-2023 school year:

a. High School Course Approval

New Courses

- AP PreCalculus
- Environmental Science

Advanced Placement World Language Course Title Changes

- AP Spanish 4 - Advanced Placement Spanish Language and Culture
- AP Spanish 5 - Advanced Placement Spanish Language and Culture
- AP Italian 5 - Advanced Placement Spanish Language and Culture
- AP French 4 - Advanced Placement Spanish Language and Culture
- AP French 5 - Advanced Placement Spanish Language and Culture

Advanced Placement English Course Titles Changes

- AP English Language 3 - Advanced Placement English Language and Composition
- AP English Language 4 - Advanced Placement English Language and Composition

21. Harassment/ Intimidation/ Bullying Incident

To affirm the following harassment/ intimidation/ bullying incidents:

- 060-2223-10

22. District Contract 2022-2023

To approve the following district contracts*:

- Essex Regional Educational Services Commission transportation service agreement for school year 2022-2023.
- Barker Bus Company, Inc. for Bus Driver and CDL Training for school year 2022-2023; cost not to exceed \$6,000.
- Somerset County Educational Service Commission rental agreement for school year 2022-2023.
*Copy on file in the business office.

ADDENDA

J. SCHOOL GOVERNMENT COMMITTEE

29. Maternity Leave of Absence Request

To approve the following medical leave of absence request:

Name	Leave Request	From:	Rate
Renee Mowczan	Pre-Disability Leave/FMLA	03/13/2023- 3/27/2023*	Full salary; accumulated sick days.
	Post Disability Leave/FMLA	03/28/2023- 4/25/2023*	Full salary; accumulated sick days.
	FMLA/NJFLA	4/26/2023 to 6/30/2023*	Unpaid

**The employee shall receive health benefits during this period*

30. Before/ After School Program/ Childcare

To approve the following Before and After School Program/ Childcare appointments:

Name	Position	Rate
Melanie Magallanes	Group Leader	\$25.01

Approval of School Government Items 3 through 22 and Addenda Items 29 and 30

Motion to Approve: Mrs. Murphy

Seconded: Mr. Miller

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes, abstention 21	Hilary Turnbull	Yes
Laura Gamarekian	Yes, abstention 21	Yelena Zolotarsky	Yes, abstention 21
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

K. BUILDINGS AND GROUNDS COMMITTEE- Mr. Munoz

Items 23 through 27

The Superintendent recommends:

23. Certificate of Payment

To approve the Certificate of Payment #6 in the amount of \$105,811.00 to Accurate Construction, Inc., Wayne, NJ for project number 2020.19. (FMG Media Center & Classrooms)

24. Professional Services

To approve the revised professional services contract with Pennoni Associates, to include soil erosion sediment control for the Edward V. Walton playground restoration project with a cost not to exceed \$31,000.

Original Agenda resolution appeared on the November 7, 2022, Regular Public Meeting, resolution no. 23a

25. Cooperative Pricing System- Additional Vendor

To authorize purchases, in accordance with N.J.A.C. 5:34-7.11(c), with vendors that have been awarded contracts through a cooperative- pricing system and exceed the bid threshold for the 2022-2023 school year.

- AT New York City, LLC. ,Contract# ESCNJ 22/23-24, School Buses

26. Emergency Purchase

To acknowledge the award of emergency contract pursuant to N.J.S.A 18A:18A-7 on January 24, 2023 to CJ Vanderbeck, Inc. for emergency plumbing services. Cost not to exceed \$7,000

27. ROD Grant Submission

To approve the application submission of HVAC Upgrades at Florence M. Gaudineer Middle School to the State of New Jersey, Department of Education. The Board intends to request ROD Grant funds for this project as part of the submission. (Attachment C)

Approval of Buildings and Grounds Items 23 through 27

Motion to Approve: Mrs. Murphy

Seconded: Mrs. Gamarekian

- Mr. Miller asked about #24.

- Dr. Goldberg provided information regarding the sinkhole and restoration project at Walton.
- Dr. Goldberg provided an update on the ROD grant.
- Mr. Fernandez asked when the District would find out if they are awarded the grant.
- Ms. Calas responded.

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

L. POLICY COMMITTEE- Mr. Miller

Item 28

The Superintendent recommends:

28. District Policies – 2nd Reading & Adoption

To approve the following district policies and regulations for second reading and adoption:

- a. R2431.3 Heat Participation Policy for Student-Athlete Safety
- b. P2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- c. P3161 Examination for Cause
- d. P5756 Transgender Students
- e. R5330.04 Administering an Opioid Antidote
- f. R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- g. P8600 Student Transportation
- h. R8600 Student Transportation
- i. P8630 Bus Driver/ Bus Aide Responsibility
- j. R8630 Emergency Bus Procedures
- k. R5513 Care of School Property

Approval of Policy Item 28 a-c and e-k

Motion to Approve: Mr. Miller

Seconded: Mrs. Gamarekian

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Yes	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

Approval of Policy Item 28 d

Motion to Approve: Mr. Miller

Seconded: Mrs. Gamarekian

- Ms. Zolotarsky asked her questions and comments regarding the transgender policy. She noted her concerns with the policy. She noted her concerns with parents only being made aware when there is a

HIB but not when they are transitioning. She posed questions to the Board attorney.

- Mr. Miller noted that Ms. Zolotarsky provided her questions and changes to the policy. The policy committee reviewed the changes suggested by Ms. Zolotarsky. It was the recommendation of the policy committee to move forward with the policy as currently written.
- Mr. Fernandez asked if there is a law around this policy.
- Board attorney Gagliardi noted the state statute regarding the transgender policy. Differentiated guidelines and the law. He noted that the District shall accept the identity of the child. Statute required the guidelines to be created. The guidance provided by the NJDOE sets procedures for the District.
- Mr. Fernandez noted his concern with the policy. He had concerns about the use of bathrooms. He believes parents should be informed.
- Mr. Miller commented on the gender neutral bathroom.
- Dr. Goldberg noted that the school’s role as the protector. She also noted some of the locations of the unisex bathrooms. She provided the school district’s duty. She noted that there is “no size fits all” with this policy.
- President Saha commented on the law signed by Governor Christie.
- Board Attorney Gagliardi read the statute.
- Mrs. Zolotarsky noted that her concerns lie on the parent consent.
- Mr. Miller read portions of the policy around bathrooms.
- Mrs. Rubin commented.
- Mr. Fernandez commented on gender neutral bathrooms and non- transgender students.
- Mrs. Turnbull made an analogy about the role of educators.

Motion to Table Policy Item 28 d

Motion to Approve: Mr. Fernandez

Seconded: Mrs. Zolotarsky

Roll Call

Vice President Meredith Murphy	No	Kristy Rubin	No
Jerry Fernandez	Yes	Hilary Turnbull	No
Laura Gamarekian	No	Yelena Zolotarsky	Yes
Marc Miller	No	President Paula Saha	No
Hector Munoz	Absent		

- President Saha commented on the policy.
- Mrs. Gamarekian noted her role as board member regarding policy.
- Mr. Fernandez commented on differing viewpoints.
- Mr. Miller commented on the role of the board member once the policies are passed.
- Dr. Goldberg thanked Mrs. Zolotarsky for her questions. She noted the duty of the school district.

Approval of Policy Item 28 d

Motion to Approve: Mr. Miller

Seconded: Mrs. Gamarekian

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	No	Hilary Turnbull	Yes
Laura Gamarekian	Yes	Yelena Zolotarsky	No
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

ADDENDA

M. NEGOTIATIONS- Mr. Miller
Items 31 and 32

The Superintendent recommends:

31. Sidebar Agreement

To approve a Sidebar Agreement between the Springfield Board of Education and the Springfield Supervisory Association . **On file in the Business Office*

32. Sidebar Agreement

To approve a Sidebar Agreement between the Springfield Board of Education and the Springfield Education Association. **On file in the Business Office*

- Mr. Miller made a notation about the sidebars.

Approval of Negotiations Items 31 and 32

Motion to Approve: Mr. Miller

Seconded: Mrs. Murphy

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Y, abstention 32	Hilary Turnbull	Y, abstention 32
Laura Gamarekian	Yes	Yelena Zolotarsky	Yes
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

N. OPEN PUBLIC SESSION

Beth Thomas, 41 Battlehill, commented on the media specialist program in Springfield. She is asking for more media specialists in the K-8 schools.

Bonnie Lafazan, 100 Stone Hill Road, asked for more media specialists in the District.

Kara Corridan, 109 Henshaw Avenue, advocated for school libraries and staff.

Sharyn Alban, 45 Wentz Avenue, expressed her discontent with the boards discourse.

Mrs. Zolotarsky commented.

O. NEW BUSINESS

- Vito Gagliardi, Jr., Board Attorney, conducted Board Member Ethics Training.

Motion to extend the meeting beyond 11:00 PM.

Motion to extend: Mr. Miller

Seconded: Mrs. Turnbull

Voice Vote: 8-0

33. Harassment/ Intimidation/ Bullying Incident

After careful consideration and deliberation of the results of the HIB investigations and your presentation to the Board during the hearing, the Board of Education affirms the Superintendent's decision of the following HIB Reports previously presented.

- a. 090-2223-01
- b. 060-2223-09

Motion to Approve: Mrs. Murphy
Seconded: Mr. Miller

Roll Call

Vice President Meredith Murphy	Yes	Kristy Rubin	Yes
Jerry Fernandez	Abstention	Hilary Turnbull	Yes
Laura Gamarekian	Yes 33A, abstention 33B	Yelena Zolotarsky	No 33A, abstention 33B
Marc Miller	Yes	President Paula Saha	Yes
Hector Munoz	Absent		

- PTA Meeting at FMG this week.

34. OLD BUSINESS

35. ADJOURNMENT

Moved: Mrs. Murphy

Seconded: Mr. Miller

Time: 11:10

Voice Vote: AYE- 8 NAY- 0

Upcoming Meeting

- a. Regular Meeting – February 13, 2023 at 7:00 PM in the JDHS IMC

Budget Transfer

Attachment (A)

Account Code	Account Description	To	From
10-000-100-550-98-04	CHARTER SCHOOL TUITION	14,003.00	
11-000-213-100-00-08	NURSE SALARIES		10,000.00
11-000-213-100-00-09	NURSE SALARIES		55,000.00
11-000-213-300-00-11	Nursing/ Medical Services	65,000.00	
11-000-216-320-55-11	SPEC ED RELATED SERVICES		4,000.00
11-000-217-100-00-11	EXTRAORDINARY SALARIES		30,000.00
11-000-218-104-00-06	GUIDANCE SALARIES	1.76	
11-000-218-104-00-10	SAL.GUIDANCE COUNSELORS		2,764.41
11-000-218-104-00-14	GUIDANCE SALARIES	2,762.65	
11-000-219-600-70-11	OTHER EXP OFFICE/PROF/TEST BKS	3,000.00	
11-000-221-580-80-12	PROFESSIONAL SERVICES		10,000.00
11-000-222-110-00-10	MEDIA CENTER SALARIES	2,000.00	
11-000-222-600-01-09	LIBRARY BOOKS EVW		20,000.00
11-000-223-102-00-10	SALARY HUMAN RESOURCES		20,000.00
11-000-223-105-00-10	HUMAN RESOURCES SECRETARY	5,000.00	
11-000-223-320-80-12	PROF SERVICE		20,000.00
11-000-223-500-80-12	HR SOFTWARE		9,000.00
11-000-223-600-80-12	SUPPLIES STAFF TRAINING	13,000.00	
11-000-230-331-01-01	PROFESSIONAL SERVICES LEGAL	50,000.00	
11-000-230-332-01-01	PROF SERVICES ACCOUNTANT		6,000.00
11-000-230-334-01-01	CONSTRUCTION PROF FEES		30,000.00
11-000-230-339-00-01	OTHER PROF SERV BOND RELATED		5,000.00
11-000-230-339-97-02	SUPERINTENDENT BOARD COACHING		2,000.00
11-000-230-530-95-05	UTILITIES TELEPHONE		8,000.00
11-000-230-590-05-01	ELECTION EXPENSES	85,000.00	
11-000-230-590-09-12	ADVERTISING		4,000.00
11-000-230-590-97-14	ADMINISTRATOR PURCH.SERV.JDHS		1,000.00
11-000-251-199-00-10	Unused Vacation Payout	6,360.90	
11-000-261-100-94-10	MAINTENANCE SALARIES	16,963.51	
11-000-261-110-94-05	OVERTIME MAINTENANCE SALARIES		11,198.11
11-000-261-199-00-10	UNUSED VAC PAYOUT - CUST/MAIN	3,972.08	
11-000-262-100-95-05	SUB CUSTODIANS	15,000.00	
11-000-262-420-93-15	REPAIR/MAINT CONTRACTS TECH		10,765.40
11-000-262-610-94-05	CUSTODIAL&GROUNDS SUPPLIES		10,000.00
11-000-270-107-96-10	TRANSPORTATION AIDES	25,000.00	
11-000-270-518-96-03	CONTRACT.SERV.(SPEC)-ESC		25,000.00
11-000-291-241-97-03	PERS PENSION LIABILITY	71,963.00	
11-000-291-270-97-03	HEALTH INSURANCE		101,963.00
11-000-291-290-00-03	HEALTH BENEFIT WAIVER		14,003.00
11-105-100-101-00-09	PRESCHOOL SALARY		122,275.00
11-120-100-101-00-07	SALARIES TEACHERS TLS		87,847.98
11-120-100-101-00-08	SALARIES TEACHERS JCS		45,247.80
11-120-100-101-00-09	SALARIES TEACHERS EVW	108,135.00	

Budget Transfer

Attachment (A)

11-120-100-101-01-07	SUBSTITUTES TLS	21,535.19	
11-120-100-101-01-09	SUBSTITUTES EVW	46,987.34	
11-120-100-101-80-04	SALARIES WRITING TEAM 1-5		4,103.00
11-130-100-101-00-10	SAL.TEACHERS 6-8		39,458.75
11-150-100-320-63-11	HOME INSTRUCTION PURCH.PROF.EI	1,000.00	
11-190-100-500-00-09	INSTRUCTIONAL PURCHASED SERV		4,332.98
11-190-100-610-00-03	DISTRICT SUPPLIES	48,000.00	
11-190-100-610-00-03	DISTRICT SUPPLIES		21,000.00
11-190-100-610-22-03	DISTRICT SCIENCE SSEP		3,000.00
11-190-100-610-82-09	TEACHER SUPPLIES OFFICE EVW		28,000.00
11-204-100-101-00-09	LLD SALARIES		5,352.10
11-204-100-106-00-06	LLD AIDES		11,836.37
11-204-100-106-00-07	LLD AIDES	13,561.88	
11-204-100-106-00-09	LLD AIDES		36,978.74
11-204-100-106-00-10	LLD AIDES		21,070.00
11-204-100-106-50-10	SALARIES OF AIDES N.I.		26,844.58
11-204-100-610-00-09	LLD SUPPLIES		1,000.00
11-213-100-101-00-06	RESOURCE SALARIES		13,135.00
11-213-100-101-00-07	RESOURCE SALARIES	4,873.50	
11-213-100-101-00-08	RESOURCE SALARIES	37,861.70	
11-213-100-101-00-09	RESOURCE SALARIES	60,000.00	
11-213-100-101-00-14	RESOURCE SALARIES	41,888.00	
11-213-100-106-00-06	RESOURCE AIDES	984.41	
11-213-100-106-00-07	RESOURCE AIDES	1,390.84	
11-213-100-106-00-08	RESOURCE AIDES	807.24	
11-214-100-101-00-09	AUTISM SALARIES	36,163.80	
11-214-100-106-00-09	AUTISM AIDE SALARIES	28,142.07	
11-214-100-106-40-11	ESY AIDES		2,000.00
11-214-100-320-00-11	Autism Purchased Ed. Services	30,000.00	
11-214-100-610-00-11	AUTISM SUPPLIES	1,000.00	
11-215-100-101-00-09	PSD PT SALARIES		62,575.40
11-215-100-106-00-09	PSD PT AIDES		30,510.00
11-215-100-106-40-10	EXT. SALARIES - AIDES		5,525.00
11-215-100-106-40-11	EXTENDED SAL AIDES		10,227.70
11-215-100-106-67-10	SALARIES AIDES PSH		18,968.00
11-216-100-101-00-09	PSD SALARIES	79,000.00	
11-216-100-106-00-09	PSD AIDE SALARIES	100,000.00	
11-230-100-101-33-10	SALARIES TEACHERS BASIC SKILLS		37,375.55
11-402-100-100-00-10	SALARIES - ATHLETIC TRAINER	38,000.00	
11-402-100-500-46-06	ATHLETIC PURCH.SERV.FMG		8,000.00
11-402-100-500-46-14	ATHLETICS PURCH.SERV.JDHS		15,000.00
11-402-100-610-46-14	SUPPLIES ATHLETICS JDHS		15,000.00
12-000-270-734-93-03	SCHOOL BUS- SPECIAL	58,000.00	
12-130-100-730-91-06	EQUIPMENT		50,000.00

Budget Transfer

Attachment (A)

20-218-200-200-00-00	BENEFITS		2,777.00
20-218-200-329-00-00	EDUCATIONAL SERVICES		1,385.20
20-218-200-329-00-00	EDUCATIONAL SERVICES	2,777.00	
20-218-200-600-00-00	NONINSTRUCTIONAL SUPPLIES	1,385.20	
20-483-100-100-00-12	SALARIES - CRRSA ESSER II		14,500.00
20-483-100-500-00-12	Instructional Purchased Serv	14,500.00	

The meeting of The Board of Education of the Township of Springfield in the County of Union, New Jersey, was held on January 30, 2023 at the JDHS IMC, Springfield, New Jersey. The meeting was called to order at ____ p.m.

Members PRESENT:

Members ABSENT:

The following resolution was introduced and moved for adoption by Member _____ and seconded by Member _____:

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD IN THE COUNTY OF UNION, NEW JERSEY AUTHORIZING THE SUBMISSION OF TWO BOND PROPOSAL QUESTIONS TO THE SCHOOL DISTRICT VOTERS AT A SCHOOL DISTRICT ELECTION TO BE HELD ON MARCH 14, 2023

BE IT RESOLVED BY The Board of Education of the Township of Springfield in the County of Union, New Jersey (the “Board”) (not less than a majority of the full membership of the Board concurring) as follows:

1. It is hereby determined that two (2) bond proposal questions (the "Proposals"), together with an explanatory statement (the “Explanatory Statement”), shall be submitted to the legal voters of the School District at the special School District election (the "Election") to be held on Tuesday, March 14, 2023 commencing at 8:00 a.m. for the purposes hereinafter provided. The polls shall remain open until 8:00 p.m. and as much longer as may be necessary to permit all the legal voters then present to vote and cast their ballot. The form of the Proposals, together with the Explanatory Statement, will read substantially as follows except as otherwise may be set forth herein:

BOND PROPOSAL QUESTION NO. 1

The Board of Education of the Township of Springfield in the County of Union, New Jersey is authorized (a) to undertake various improvements, alterations, and renovations consisting of security upgrades, replacement of exterior doors and hardware, installation of new building management systems, HVAC upgrades, electrical upgrades, and any necessary related remediation at Jonathan Dayton High School, Florence M. Gaudineer Middle School, Thelma L. Sandmeier Elementary School, Edward V. Walton Early Childhood Center and James Caldwell Elementary School, including acquisition and installation of fixtures, equipment, and any site work; (b) to renovate the student toilet rooms at Jonathan Dayton High School, including acquisition and installation of fixtures, equipment, and any site work; (c) to renovate the toilet rooms, and to repair and to renovate the music classroom at Florence M. Gaudineer Middle School, including acquisition and installation of fixtures, furniture, equipment, and any site work; (d) to undertake various drainage and storm water improvements at Edward V. Walton Early Childhood Center, including any site work; (e) to undertake plumbing improvements and renovate the toilet rooms and various classrooms at James Caldwell Elementary School, including acquisition and installation of fixtures, furniture, equipment, and any site work; (f) to appropriate \$18,878,356 for such improvements; and (g) to issue bonds in an amount not to exceed \$18,878,356.

The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$18,708,756 (consisting of \$7,202,494 for Jonathan Dayton High School, \$5,770,974 for Florence M. Gaudineer Middle School, \$1,490,507 for Thelma L. Sandmeier Elementary School, \$1,978,231 for Edward V. Walton Early Childhood Center and \$2,266,550 for James Caldwell Elementary School). The projects include \$169,600 (consisting of \$36,000 for Jonathan Dayton High School, \$38,500 for Florence M. Gaudineer Middle School, \$9,000 for Thelma L. Sandmeier Elementary School, \$13,500 for Edward V. Walton Early Childhood Center and \$72,600 for James Caldwell Elementary School) for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

Do you approve this Bond Proposal Question No. 1?

BOND PROPOSAL QUESTION NO. 2

(Bond Proposal Question No. 2 will only go into effect if Bond Proposal Question No. 1 is also approved by the voters at this election.)

The Board of Education of the Township of Springfield in the County of Union, New Jersey is authorized (a) to install air-conditioning and to undertake any necessary related remediation and upgrades at Jonathan Dayton High School, Florence M. Gaudineer Middle School, Thelma L. Sandmeier Elementary School, Edward V. Walton Early Childhood Center, and James Caldwell Elementary School, including acquisition and installation of equipment and any site work; (b) to undertake various additional HVAC upgrades, and renovate the gymnasiums at Jonathan Dayton High School, including acquisition and installation of fixtures, furniture, equipment, and any site work; (c) to undertake various additional HVAC upgrades and renovate the gymnasiums and the conference room at Florence M. Gaudineer Middle School, including acquisition and installation of fixtures, furniture, equipment, and any site work; (d) to undertake various additional HVAC upgrades at Thelma L. Sandmeier Elementary School, including acquisition and

installation of equipment and any site work; (e) to appropriate \$13,994,508 for such improvements; and (f) to issue bonds in an amount not to exceed \$13,994,508.

The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$13,954,108 (consisting of \$4,492,082 for Jonathan Dayton High School, \$3,326,176 Florence M. Gaudineer Middle School, \$2,646,100 for Thelma L. Sandmeier Elementary School, \$1,395,900 for Edward V. Walton Early Childhood Center, and \$2,093,850 for James Caldwell Elementary School). The projects include \$40,400 (consisting of \$30,000 for Jonathan Dayton High School, \$10,400 for Florence M. Gaudineer Middle School, \$0 for Thelma L. Sandmeier Elementary School, \$0 for Edward V. Walton Early Childhood Center, and \$0 for James Caldwell Elementary School) for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

Do you approve this Bond Proposal Question No. 2?

EXPLANATORY STATEMENT

At this election, the voters of the school district are being asked to consider both Bond Proposal Question No. 1 and Bond Proposal Question No. 2. Bond Proposal Question No. 2 will only go into effect if Bond Proposal Question No. 1 is also approved by the voters at this election.

If both Bond Proposal Question No. 1 and Bond Proposal Question No. 2 are approved by the voters at this election, the Board of Education will be authorized to undertake various improvements, alterations, renovations, and upgrades at Jonathan Dayton High School, Florence M. Gaudineer Middle School, Thelma L. Sandmeier Elementary School, Edward V. Walton Early Childhood Center, and James Caldwell Elementary School, including acquisition and installation of fixtures, furniture, equipment and any site work, as applicable, for a total cost of \$32,872,864, and will be authorized to issue bonds in an amount not to exceed \$32,872,864. The final eligible costs for the projects approved by the New Jersey Commissioner of Education are \$32,662,864 (consisting of \$11,694,576 for Jonathan Dayton High School, \$9,097,150 Florence M. Gaudineer Middle School, \$4,136,607 for Thelma L. Sandmeier Elementary School, \$3,374,131 for Edward V. Walton Early Childhood Center, and \$4,360,400 for James Caldwell Elementary School). The projects includes \$210,000 (consisting of \$66,000 for Jonathan Dayton High School, \$48,900 Florence M. Gaudineer Middle School, \$9,000 for Thelma L. Sandmeier Elementary School, \$13,500 for Edward V. Walton Early Childhood Center, and \$72,600 for James Caldwell Elementary School) for school facility construction elements in addition to the facilities efficiency standards developed by the Commissioner of Education or not otherwise eligible for State support pursuant to N.J.S.A. 18A:7G-5(g). The State debt service aid percentage will equal 40% of the annual debt service due with respect to the final eligible costs of the projects. The Board of Education is authorized to transfer funds among the projects approved at this election.

2. The Board hereby approves and adopts the Proposals and the Explanatory Statement set forth above and, subject to the approval of the legal voters of the School District, hereby determines to carry out the same as described therein (collectively, the "Project"). The Board authorizes the Business Administrator/Board Secretary, consistent with any advice received from

bond counsel, to revise the Proposals and/or the Explanatory Statement prior to the Election, if necessary.

3. The Board hereby acknowledges and confirms that, in accordance with the requirements of N.J.S.A. 18A:24-16 and N.J.S.A. 18A:24-17, a Supplemental Debt Statement has been prepared as of the date of this resolution by the Chief Financial Officer of the Township of Springfield, giving effect to the proposed total authorization of School Bonds of the School District in the maximum amount provided for in the Proposal, and that such Supplemental Debt Statement has been filed in the office of the Clerk of the Township of Springfield, in the office of the Business Administrator/Board Secretary prior to the adoption of this resolution, and will be filed in the office of the Director of the Division of Local Government Services, State of New Jersey, Department of Community Affairs prior to the date of the Election.

4. The Business Administrator/Board Secretary is hereby authorized and directed, in conjunction with Bond Counsel, to deliver a certified copy of this resolution and such other information as shall be necessary to the County Clerk as required by N.J.S.A. 19:60-2, to request the County Clerk to submit the Proposal to the voters at the Election and to seek the assistance of the county officials and the municipal clerk in conducting the Election.

5. The Board hereby: (i) accepts the determination of Preliminary Eligible Costs as set forth in the letters from the New Jersey Department of Education and not to appeal such determinations made therein; (ii) elects to receive the State Share in the form of debt service aid pursuant to Section 9 of the Educational Facilities Construction and Financing Act, N.J.S.A. 18A:7G-1 et seq. (the “Act”); (iii) determines to construct the Project itself; (iv) agrees to locally fund any excess costs; and (v) delegates the supervision of the Project to the Business Administrator/Board Secretary.

6. DI Group Architecture, the School District’s appointed architect for the Project (the “Project Architect”), has heretofore been authorized and delegated the responsibility to prepare the plans and specifications for the Project in consultation with and under the supervision of the Business Administrator/Board Secretary, who has been delegated the responsibility to work with the Project Architect for this purposes on behalf of the Board, in accordance with the requirements of N.J.S.A. 18A:18A-16, and such authorizations and delegations are hereof reconfirmed.

7. The School Administration and such other officers, professionals and agents of the Board as are necessary, including Wilentz, Goldman & Spitzer, P.A., Bond Counsel, and the Project Architect, are each hereby authorized and directed to perform such acts, execute such documents and do such things as are necessary and proper for the submission of the Proposal to the voters of the School District at the Election, including preparation and submission of all required applications for receipt of debt service aid.

8. This Board hereby makes the following covenants and declarations with respect to obligations determined to be issued by the Business Administrator/Board Secretary through a public offering of private placement or through a conduit borrower on a tax-exempt basis. The Board hereby covenants that it will comply with any conditions subsequent imposed by the Internal Revenue Code of 1986, as amended (the “Code”), in order to preserve the exemption from taxation of interest on its bonds or notes if issued as tax-exempt, including, if necessary, the requirement to rebate all net investment earnings on the gross proceeds above the yield on its bonds or notes. The Business Administrator/Board Secretary is hereby authorized to act on behalf of the Board to deem the obligations authorized herein as bank qualified for the purposes of Section 265 of the Code, when

appropriate. The Board hereby declares its intent to issue bonds or notes in the amount set forth in the Proposal approved by the voters as set forth in Section 1 and to use the proceeds to pay or to reimburse expenditures for the costs of the Projects authorized herein. This resolution is a declaration of intent within the meaning and for the purposes of Treasury Regulations 1.150-2 or any successor provisions of federal income tax law.

9. This resolution shall take effect immediately.

The foregoing resolution was adopted by the following vote:

AYES:

NAYS:

ABSTENTIONS:

ABSENCES:

Michelle Calas, being first duly sworn on oath, deposes and says:

That deponent is Business Administrator/Board Secretary of The Board of Education of the Township of Springfield in the County of Union, New Jersey aforesaid and that the annexed extract from the minutes of a meeting of the Board of Education of the School District held January 30, 2023 at the time and place therein stated has been compared by deponent with the original minutes of the meeting recorded in full in the official Minute Book of the Board and is a true copy thereof and of the whole of the original so far as it relates to the subject matters referred to in this extract.

Michelle Calas,
Business Administrator/Board Secretary

**RESOLUTION OF THE SPRINGFIELD PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION RESOLUTION NO. _____**

WHEREAS, the Springfield Public School District Board of Education (the “Board”), a regular operating public school district in the State of New Jersey has identified certain anticipated capital improvement projects (the “Projects”) for which it wishes to seek the approval of the New Jersey Department of Education (“DOE”); and

WHEREAS, the anticipated Projects identified by the Board are as follows:

a. Florence M. Gaudineer Middle School:

- i. Unit Ventilator replacement in 9 classrooms.
- ii. Unit Ventilator replacement with two RTUs in Cafeteria.

WHEREAS, the Board, through its architect DIGroupArchitecture, LLC (the “Architect”), intends to submit an application for the Project to the DOE for approval; and

WHEREAS, in connection with the anticipated Project, the Board has reviewed its Long Range Facilities Plan (the “Plan”) which includes each Project; and

WHEREAS, the Board intends to request allocation of R.O.D. Grant funds in connection with the Project.

NOW THEREFORE, BE IT RESOLVED by the Board as follows:

Section 1. The Board hereby authorizes the Architect to submit to the DOE for approval an application for each Project.

Section 2. The Board hereby authorizes the School Business Administrator/Board Secretary, in conjunction with the Architect, to request allocation of the R.O.D. Grant funds in connection with the Project.

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P2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

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The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy of an amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and for the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3;
18A:40-41.4; 18A:40-41.5

Adopted: 18 March 2019

1st Reading: December 12, 2022

Readopted: January 30, 2023

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P3161 EXAMINATION FOR CAUSE

The Board of Education may require the physical and/or psychiatric examination of any teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).

The Superintendent shall require a physical and/or psychiatric examination on a teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees.

A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.

If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory

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to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.

A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4;
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 18 March 2019

1st Reading: December 12, 2022

Readopted: January 30, 2023

Springfield Public Schools Policy

P5330.04 ADMINISTERING AN OPIOID ANTIDOTE (M)

M

N.J.S.A. 18A:40-12.24. a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

Option - Extend Provisions of N.J.S.A. 18A:40-12.23 et seq. to Schools with Other Grades

and permits schools with students in other grades to comply with the provisions of N.J.S.A. 18A:40-12.24.a.(1). Therefore, the Board extends the provisions of N.J.S.A. 18A:40-12.23 through 12.27 to schools with any of the grades six through twelve.

N.J.S.A. 18A:40-12.24 requires a school to obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” - N.J.S.A. 24:6J-1 et seq. The school shall maintain a supply of opioid antidotes under the standing order in a secure, but unlocked and easily accessible location. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. **[Option - The Board may, in its discretion, make an opioid antidote accessible during school-sponsored functions that take place off school grounds.]**

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person’s symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for

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opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

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A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;

18A:40-12.26; 18A:40-12.27

N.J.S.A. 24:6J-1 et seq.

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5756 TRANSGENDER STUDENTS (M)

M

The Board of Education is committed to providing a safe, supportive, and inclusive learning environment for all students. The New Jersey Law Against Discrimination (NJLAD), N.J.S.A. 10:5-12(11)(f), generally makes it unlawful for schools to subject individuals to differential treatment based on gender identity or expression. Title IX of the Education Amendments of 1972 (“Title IX”) specifically prohibits discrimination on the basis of sex in Federally-funded education programs and activities [20 U.S.C. § 1681(a)].

N.J.S.A. 18A:36-41 directs the Commissioner of Education to establish guidelines outlined in this Policy to provide direction for schools in addressing common issues concerning the needs of transgender students, and to assist schools in establishing policies and procedures that ensure a supportive and nondiscriminatory environment for transgender students.

Definitions/Terms

A safe and supportive environment within a school begins with understanding and respect. The Board believes students, teachers, and administrators should be provided with common terminology associated with gender identity. The terms listed below are commonly used by advocacy and human rights groups, however students may prefer other terms to describe their gender identity, appearance, or behavior. It is recommended school personnel discuss with the student the terminology and pronouns each student has chosen.

“Gender identity” means a person’s internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual’s internal gender identity is not the same as the gender assigned at birth.

“Gender expression” means external manifestations of gender, expressed through a person’s name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.

“Assigned sex at birth (ASAB)” refers to the biological sex designation recorded on a person’s birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.

“Gender assigned at birth” refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.

“Sexual orientation” describes a person’s enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person

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who transitions from male to female and is attracted solely to men may identify as a straight woman.

“Transgender” is a term for an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.

“Transition” is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase “sex change,” as it is an inaccurate description of the transition process; the process is more accurately described as “gender-confirming.”

“LGBTQ” is an acronym for “lesbian, gay, bisexual, transgender, and queer/questioning.”

“Gender nonconforming” describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.

“Gender expansive, Gender diverse, Gender fluid, Gender non-binary, A gender, Gender queer” are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student’s gender identity.

“Cisgender” refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.

Student-Centered Approach

The school district shall accept a student’s asserted gender identity; parental consent is not required. A student need not meet any threshold diagnosis or treatment requirements to have his or her gender identity recognized and respected by the school district, school, or school staff members. In addition, a legal or court-ordered name change is not required. There is no affirmative duty for any school district staff member to notify a student’s parent of the student’s gender identity or expression.

There may be instances where a parent of a minor student disagrees with the student regarding the name and pronoun to be used at school and in the student’s education records. In the event a parent objects to the minor student’s name change request, the Superintendent or designee should consult the Board Attorney regarding the minor student’s civil rights and protections under the NJLAD. School staff members should continue to refer to the student in accordance with the student’s chosen name and pronoun at school and may consider providing resource information regarding family counseling and support services outside of the school district.

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School districts should be mindful of disputes between minor students and parents concerning the student's gender identity or expression. Many support resources are available through advocacy groups and resources from the New Jersey Department of Children and Families and New Jersey Department of Education's "Child Abuse, Neglect, and Missing Children" webpage.

The Principal or designee should have an open, but confidential discussion with the student to ascertain the student's preference on matters such as chosen name, chosen pronoun to use, and parental communications. A transgender student shall be addressed at school by the name and pronoun chosen by the student, regardless of whether a legal name change or change in official school records has occurred. The school shall issue school documentation for a transgender student, such as student identification cards, in the name chosen by the student. A transgender student shall be allowed to dress in accordance with the student's gender identity.

The Principal or designee should also discuss with the student, and any other individuals at the student's request, the risks associated with the student's transgender status being inadvertently disclosed. For example, the Principal or designee should inform the student the transgender status may be revealed due to other students' discussions at home. The Principal or designee should work with the transgender student to ensure awareness of activities and events that may inadvertently disclose the transgender student's status.

Safe and Supportive Environment

The Board developed and adopted this Policy to ensure that its schools provide a safe and supportive learning environment that is free from discrimination and harassment for transgender students, including students going through a gender transition. Gender-based policies, rules, and practices can have the effect of marginalizing, stigmatizing, and excluding students, whether they are gender nonconforming or not.

The Superintendent or designee shall review and update existing policies and procedures, including those regarding classroom activities, school ceremonies, school photographs, and dress codes, to verify transgender students are not excluded. In addition, the school district shall take the following steps to establish and maintain a nondiscriminatory environment for all students, including transgender and transitioning students:

- The school district must comply with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7, which prohibit harassment, intimidation, and bullying. The Board is required to develop, adopt, and implement a Policy in accordance with N.J.S.A. 18A:37-15 and N.J.A.C. 6A:16-7.7 that prohibits harassment, intimidation, or bullying on school property, at a school-sponsored function, or on a school bus. If harassment, intimidation, or bullying based on gender identity creates a hostile environment, the school must take prompt and effective steps to end the harassment, intimidation, or bullying, prevent its recurrence, and, as appropriate, remedy its effects.

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- The Superintendent or designee should ensure training is provided to school staff members on sensitivity and respect towards transgender students.
- Social and Emotional Learning (SEL) concepts should be incorporated into school culture and curricula.
- The school district may seek a variety of professionals, including counselors and school psychologists, to provide emotional supports for all students who demonstrate a need. The Superintendent or designee shall ensure school counselors are knowledgeable regarding issues and concerns relevant to transgender students, students facing other gender identity issues, or students who may be transitioning.
- Student dress codes should not be enforced more strictly for transgender and gender nonconforming students than for other students.
- The school district shall honor and recognize a student's asserted gender identity, and shall not require any documentation or evidence in any form, including diagnosis, treatment, or legal name change.
- A school's obligation to ensure nondiscrimination on the basis of gender identity requires schools to provide transgender students equal access to educational programs and activities, even in circumstances in which other students, parents, or community members raise objections or concerns.

Confidentiality and Privacy

School staff members may not disclose information that may reveal a student's transgender status except as allowed by law. The Principal or designee is advised to work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.

The school district shall keep confidential a current, new, or prospective student's transgender status. Schools should address the student using a chosen name and the student's birth name should be kept confidential by school and school staff members.

Due to a specific and compelling need, such as the health and safety of a student or an incident of bias-related crime, the school district may be obligated to disclose a student's status. In this event, the Principal or designee should inform the student the school or school district intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. The school district should make every effort to ensure any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.

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During a harassment, intimidation, or bullying investigation the school district is obligated to develop a procedure to report, verbally and in writing, an act of harassment, intimidation, and bullying committed by an adult or youth against a student, pursuant to N.J.A.C. 6A:16-7.7(a)2viii. In this instance, the Principal or designee should inform the student of the school's obligation to report the findings of the harassment, intimidation, and bullying investigation pursuant to N.J.S.A. 18A:37-15(d), which permits the parents of the students who are parties to the investigation to receive information about the investigation in accordance with Federal and State law and regulation. Under harassment, intimidation, and bullying legal requirements, parents are entitled to know the nature of the investigation; whether the district found evidence of harassment, intimidation, or bullying; or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.

The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to N.J.A.C. 6A:16-7.7(a)2viii(2).

Disclosure of personally identifiable information from a student's education record to other school officials within the school district, whom the school district has determined have a legitimate educational interest in the information, may be permissible under Family Educational Rights and Privacy Act (FERPA) (34 C.F.R. § 99.31(a)(1)). The school district shall make a concerted effort to ensure school officials obtain access to only those education records in which they have legitimate educational interests.

The school district shall comply with all laws and regulations regarding the confidentiality of student records and student privacy, including the requirements set forth at 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs, and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7917, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil Records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records; as well as all other existing Federal and State laws and rules pertaining to student records and confidentiality.

School Records

If a student has expressed a preference to be called by a name other than their birth name, permanent student records containing the student's birth name should be kept in a separate, confidential file. This file should only be shared with appropriate school staff members after

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consultation with a student. A separate file containing records bearing the student's chosen name may also be kept. If the student has previously been known at school or in school records by a birth name, the Principal or designee should direct school staff members to use the student's chosen name and not the student's birth name.

To ensure consistency among teachers, school administrators, substitute teachers, and other school staff members, every effort should be made to immediately update student education records (for example, attendance records, transcripts, Individualized Education Programs (IEP), etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student.

- The school district shall report to the New Jersey Department of Education (NJDOE) through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported.
- If the school district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.

Activities

With respect to gender-segregated classes or athletic activities, including intramural and interscholastic athletics, all students must be allowed to participate in a manner consistent with their gender identity.

The school district shall:

- Provide transgender students with the same opportunities to participate in physical education as other students in accordance with their gender identity;
- Permit a transgender student to participate in gender-segregated school activities in accordance with the student's gender identity;
- Permit and support the formation of student clubs or programs regarding issues related to lesbian, gay, bisexual, transgender, and queer/questioning (LGBTQ) youth; and
- Offer support in the creation of peer led educational groups.

Use of Facilities

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All students are entitled to have access to restrooms, locker rooms, and changing facilities in accordance with their gender identity to allow for involvement in various school programs and activities.

In all cases, the Principal or designee must work with the student and school staff members so all parties are aware of facility policies and understand the student may access the restroom, locker room, and changing facility that corresponds to the student's gender identity. While some transgender students will want this arrangement, others may be uncomfortable with it. Transgender students who are uncomfortable using a sex-segregated restroom should be provided with a safe and adequate alternative, such as a single "unisex" restroom or the nurse's restroom. Similarly, some transgender students may be uncomfortable using the changing facilities that correspond to the student's gender identity. Non-transgender students should also be afforded the option to use a private facility, such as a unisex facility or the nurse's restroom, should they feel uncomfortable.

- The school district shall allow a transgender student to use a restroom or locker room based on the student's gender identity.
- Reasonable alternative arrangements shall be made if needed to ensure a student's safety and comfort. This direction for accommodations should come from the student.

The Superintendent or designee will make available to school staff members a variety of resources regarding professional development opportunities as sourced by the NJDOE as well as developmentally appropriate information for students regarding LGBTQ issues.

The Board adopts this Policy to help school and district administrators take steps to create an inclusive environment in which transgender and gender nonconforming students feel safe and supported, and to ensure each school provides equal educational opportunities for all students, in compliance with N.J.A.C. 6A:7-1.1 et seq.

N.J.S.A. 18A:36-41; 18A:37-15
N.J.A.C. 6A:7-1.1 et seq.; N.J.A.C. 6A:16-7.7
New Jersey Department of Education – October 2018
Transgender Student Guidance for School Districts

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P8600 STUDENT TRANSPORTATION (M)

M

The Board of Education shall transport eligible students to and from school and school related activities in accordance with N.J.S.A. 18A:39-1 et seq., N.J.A.C. 6A:27-1 et seq., and Board policy. Transportation shall be provided only to eligible public and nonpublic school students, authorized school staff members, and adults serving as approved chaperones.

Nonpublic school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-2.1 et seq.

Charter or renaissance school transportation or aid in lieu of transportation shall be provided for resident students in accordance with N.J.S.A. 18A:39-1 et seq. and N.J.A.C. 6A:27-3.1 et seq.

Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq., and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1.

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 in determining "Hazardous Routes."

The Board will not be responsible for the transportation of nonresident students to or from school, except that transportation to and from school will be provided for homeless students; students residing in group homes; students residing in resource family homes; and students residing in shared custody homes pursuant to N.J.A.C. 6A:27-6.2, 6.3, 6.4, and 6.5.

[Optional for School Districts that Require an Emergency List of Students]

The Board may require the compilation of a list of the names of students being transported by a school bus to a school-sponsored activity, including but not limited to, field trips or interscholastic sports programs. The staff member(s) supervising the school-sponsored activity shall create a list of students on each school bus and submit it to the Principal or designee, and the Principal or designee shall maintain the list for use in the case of an emergency in accordance with N.J.A.C. 6A:27-11.5.]

When the schools of this district are closed for inclement weather or other conditions, no transportation will be provided for students enrolled in any public, nonpublic, charter school, and/or renaissance school.

The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C. 6A:27-10.1 et seq. The Board shall utilize one of the agencies prior to determining to pay aid in lieu of transportation if in the prior

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year payments in lieu of transportation were provided. The Board will provide to the cooperative/coordinated transportation services any unique limitations or restrictions of the required transportation.

Vehicles used to transport students to and from school or school related activities shall meet standards, registration, and inspection requirements of the New Jersey Department of Education (NJDOE), the New Jersey Motor Vehicle Commission (NJMVC), and any applicable Federal regulations. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the New Jersey State Board of Education and the NJDOE.

In addition to the provisions of any State law, rule, or regulation containing more stringent requirements, provided that those requirements are compatible with Federal law, and notwithstanding the provisions of any State law, rule, or regulation to the contrary, school bus operations in the State shall comply with the requirements outlined in N.J.S.A. 39:3B-27.

N.J.S.A. 18A:18A-1 et seq.; 18A:39-1 et seq.; 18A:39-11.1 et seq.

N.J.S.A. 27:15-16

N.J.S.A. 39:3B-1 et seq.; 39:3B-2.1; 39:3B-10; 39:3B-27

N.J.A.C. 6A:27-1.1 et seq.; 6A:27-2.1 et seq.; 6A:27-3.1 et seq.;
6A:27-4.1 et seq.; 6A:27-5.1; 6A:27-6.2 through 6.5;
6A:27-7.1 et seq.; 6A:27-9.1 et seq.; 6A:27-10.1 et seq.;
6A:27-11.1 et seq.; 6A:27-12.1 et seq.

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8630 BUS DRIVER/BUS AIDE RESPONSIBILITY (M)

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A, N.J.A.C. 6A, and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

“Employer” for the purposes of this Policy and Regulation means a Board of Education or a contractor that provides student transportation services under contract with the Board of Education. In the event the school district employs school bus drivers and bus aides and/or uses a contractor for transportation services, the “employer” for school district employed school bus drivers and bus aides shall be the Board of Education and the “employer” for contracted school bus drivers and bus aides shall be the contractor that provides student transportation under contract with the Board of Education.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1(c) and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

In addition to the medical examination required of every holder of a special license issued for the transporting of children to and from schools pursuant to N.J.S.A. 39:3-10.1 et seq., any school bus driver who is seventy years of age or older shall annually furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any school bus driver who is seventy-five years of age or older shall every six months furnish, to the employer for review by the NJMVC at the NJMVC’s biannual inspection, satisfactory evidence of continuing physical fitness in the form of a medical examination by a licensed medical doctor or licensed osteopathic physician. In addition, any person applying for a special license and any person who is the holder of a special license for the transporting of children to and from schools, pursuant to N.J.S.A. 18A:39-1 et seq., shall comply with the provisions of Section 2 of N.J.S.A. 39:3-10.1a and Section 6 of N.J.S.A. 18A:39-19.1. The Chief Administrator of the NJMVC may suspend or revoke a license pursuant to N.J.S.A. 39:3-10.1.

All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam for the presence of alcohol, narcotics, or habit-producing drugs within the scope of the “New Jersey Controlled Dangerous Substances Act,” (N.J.S.A. 24:21-1 et seq.).

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All drivers of buses or other vehicles used by the Board for the transportation of students to and from school shall, in addition to any exam required by law, submit to a medical exam that includes hearing and visual acuity tests that are in accordance with the provisions of the “Motor Carrier Safety Improvement Act of 1999,” 49 U.S.C. § 113.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered by the employer to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with their employer that the individual has completed the training program within five business days of its completion. The employer shall retain a copy of the certificate for the duration of the individual’s employment and shall file a copy of the certification to the New Jersey Department of Education (NJDOE) in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records N.J.A.C. 6A:27-12.1(j)2. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.1 et seq.

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student’s parent shall provide for the student’s transportation to and from school during the time of exclusion.

Upon notification from the NJDOE that a school bus driver employed by the Board has had his or her bus driver’s license suspended or revoked, the Board, within one business day of the notification, shall provide a statement to the NJDOE verifying that the school bus driver no longer operates a school bus for the Board in accordance with N.J.S.A. 18A:39-19.6.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity.

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Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular telephone or other electronic communication device while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this Policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus pursuant to N.J.S.A. 39:3B-27.

N.J.S.A. 18A:6-7.1 et seq.; 18A:25-2; 18A:39-17; 18A:39-18;
18A:39-19.1; 18A:39-19.2; 18A:39-19.3; 18A:39-19.4;
18A:39-19.6; 18A:39-28

N.J.S.A. 39:3-10.1 et seq.

N.J.S.A. 39:3B-25; 39:3B-27

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

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Springfield Public Schools Regulation

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.

C. Signs or Symptoms of Concussion or Other Head Injury

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1. Possible signs of concussions may be observed by coaches, athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.

 2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;
 - f. Feeling sluggish or foggy;
 - g. Difficulty with concentration and short-term memory;
 - h. Sleep disturbance; or
 - i. Irritability.
- D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury
1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.

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- a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.
2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and
 - c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school

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activities and is no longer experiencing symptoms of the injury while conducting those activities; or

- b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
3. The student's written medical clearance must be reviewed and approved by the school physician.
4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
5. A written medical clearance not in compliance with the provisions of E. will not be accepted.

F. Graduated Return to Athletic Competition and Practice Protocol

1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.
 - a. **Back to Regular Activities (Such as School)**

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.
 - b. **Light Aerobic Activity**

Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.
 - c. **Moderate Activity**

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-

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intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.
3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed student to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students who return to school after a concussion may need to:

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- a. Take rest breaks as needed;
- b. Spend fewer hours at school;
- c. Be given more time to take tests or complete assignments (all courses should be considered);
- d. Receive help with schoolwork;
- e. Reduce time spent on the computer, reading, and writing; and/or
- f. Be granted early dismissal from class to avoid crowded hallways.

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R 5330.04 ADMINISTERING AN OPIOID ANTIDOTE (M)

M

A. Definitions

1. “Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. “Opioid antidote” includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. “Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. “School-sponsored function” means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
 - a. The requirements of N.J.S.A. 18A:40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician’s standing order must specify, at a minimum, the following:
 - a. The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and
 - b. The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other persons employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

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2. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
 - a. Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).
 3. The school nurse shall be responsible to:
 - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
 - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
 - b. Document the administration of an opioid antidote on a student’s health record;
 - c. Monitor the on-site inventory and replacement of the opioid antidote supply;
 - d. Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and
 - e. Plan for the disposal of administered opioid antidote and expired opioid antidote applicators.
 4. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.
 5. The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).
- C. Authorization and Training for Administering an Opioid Antidote
1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.

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2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.
 - a. Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction.

The training must address overdose prevention information, including but not limited to, the following:

- (1) Information on opioid overdose prevention and recognition;
 - (2) Instruction on how to perform rescue breathing and resuscitation;
 - (3) Information on opioid dosage and instruction on opioid antidote administration;
 - (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and
 - (5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.
- b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.
4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the “Athletic Training Licensure Act” – N.J.S.A. 45:9-37.35 et seq.

D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person

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whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.

- a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
 - b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.
 - c. School-Sponsored Functions Off School Grounds: Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.]
2. The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).
 3. The certified school nurse and/or other staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
 4. An individual shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected students pursuant to N.J.A.C. 16-4.1(c)5.
 5. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.

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6. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
7. Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

E. Use of Controlled Dangerous Substances

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. Limitation of Liability

1. Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.
2. Any person or entity authorized under N.J.S.A. 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:
 - a. A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses; and
 - b. Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.

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R 5513 CARE OF SCHOOL PROPERTY (M)

M

A. Teaching Staff Member Responsibilities

1. Teaching staff members will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
2. Teaching staff members will keep an accurate inventory of textbooks and other materials in their classrooms.

B. General Rules Governing the Use of School Property

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school textbooks in accordance with D. below.

C. Distribution and Collection of Textbooks and Materials

1. Textbooks will be identified as the property of the Board of Education.
2. A label shall be affixed to each textbook and will include:
 - a. The name of the Board of Education and
 - b. The name of the school.
3. The following information will also be entered on the label or documented in another manner each time the book is issued to a student:
 - a. The name of the student to whom the book is issued,
 - b. The date on which the book is issued to the student,
 - c. The condition of the book when it is issued, and
 - d. The condition of the book when it is returned.
4. Each classroom teacher will keep a permanent record of the textbooks used in their classroom. The record will include all the information listed in C.2. and C.3. above.

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5. A lost textbook must be promptly reported to the teaching staff member who issued the book. A replacement textbook will be issued to the student as soon as possible.
6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines may be assessed for lost and damaged textbooks in accordance with a schedule as approved by the Superintendent or designee.

D. Care of Textbooks by Students

1. Students shall take care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it.
2. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook;
 - b. Use a textbook to file bulky papers and notes;
 - c. Write in textbooks; or
 - d. Soil textbooks beyond normal use.

E. Fines and Penalties

1. The teaching staff member will inspect each textbook returned and may assess a fine for lost or damaged books. The teacher will prepare a report to be submitted to the Principal or designee that includes:
 - a. The name and number of the textbook damaged or lost;
 - b. The name of the student that lost or damaged a textbook;
 - c. The loss or extent of damage to the textbook; and
 - d. The amount of the fine assessed, if any.

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2. In setting fines the teaching staff member may take into account verified extenuating circumstances.
3. Teaching staff members will not collect fines. Textbook fines shall be submitted to the Principal or designee.
4. A student who finds their lost textbook, after being assessed and paying a fine, will be reimbursed any fine paid for the lost textbook but may be assessed a fine for any damage done to the book.
5. The Board of Education may withhold a diploma, transcript, or report card until the fine has been paid.

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R 8600 STUDENT TRANSPORTATION

General Requirements - Students Remote From School

A. The Board will transport:

1. Students who reside remote, as defined in N.J.S.A. 18A:39-1. and N.J.A.C. 6A:27-1.4(a)1. and (a)2., from their assigned district school of attendance;
2. Nonpublic school students who reside remote from their school of attendance and meet the eligibility criteria of N.J.A.C. 6A:27-2.1 et seq.;
3. Charter school or renaissance school students pursuant to N.J.A.C. 6A:27-3.1 et seq.;
4. Students with special needs shall be provided transportation in accordance with N.J.S.A. 18A:39-1 et seq. and with their Individualized Education Program (IEP) pursuant to N.J.A.C. 6A:27-5.1;
5. School choice students pursuant to N.J.A.C. 6A:27-4.1 et seq.; and
6. Special population students pursuant to N.J.A.C. 6A:27-6.2 through 6.5.

[Only required for districts located in a county of the third class with a population of not less than 80,000 and not more than 120,000. A third class county is defined as a county that does not border the Atlantic Ocean and has a population between 50,000 and 200,000.]

- #### D. Transportation services will be provided in accordance with N.J.A.C. 6A:27-2.2(c)1 to a nonpublic school located outside the State not more than twenty miles from the student's home.]

[Only required for school districts that provide less than remote/courtesy busing services for students who must walk to and from school on a hazardous route.]

Hazardous Routes

The Board will approve all bus routes each school year. Bus routes for all non-remote students who must walk to and from school along hazardous routes will be designated and approved by the Board. The Board will approve a list of hazardous routes in the district requiring the courtesy busing of students and the criteria used in designating the hazardous routes. In adopting Policy and Regulation 8600 and the list of hazardous routes, the Board may consider, but shall not be limited to, the criteria outlined in N.J.S.A. 18A:39-1.5 as follows:

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1. Population density;
2. Traffic volume;
3. Average vehicle velocity;
4. Existence or absence of sufficient sidewalk space;
5. Roads and highways that are winding or have blind curves;
6. Roads and highways with steep inclines and declines;
7. Drop-offs that are in close proximity to a sidewalk;
8. Bridges or overpasses that must be crossed to reach the school;
9. Train tracks or trestles that must be crossed to reach the school; and
10. Busy roads or highways that must be crossed to reach the school.

A school district shall work in conjunction with municipal officials in determining the criteria necessary for the designation of a hazardous route.

Cooperative/Coordinated Transportation Services

- A. The Board shall utilize cooperative/coordinated transportation services in accordance with the provisions of N.J.S.A. 18A:39-11.1 et seq. and N.J.A.C 6A:27-10.1 et seq.

School Bus Use and Standards

- A. All school buses bid or purchased shall be equipped in accordance with the requirements of N.J.S.A. 39:3B-10 – School Bus Safety Equipment.
- B. School bus drivers and all school bus passengers shall be required to wear seat belts when transported in school buses so equipped. Seat belts shall be fastened when the driver and passengers board the vehicle and they shall be kept fastened at all times while on board the vehicle. Seat belts may be unfastened only when the individual is departing the vehicle. The Board further requires that drivers and passengers using private vehicles to transport students wear seat belts in the same manner.
- C. There shall be displayed on every bus subject to the provisions of N.J.S.A. 39:3B-1, signs or legends which will, insofar as practicable, inform the driver of any vehicle concerning the duty imposed upon him/her by law with respect to passing a bus, while it is loading or unloading. The signs or legends shall be in a color, form, and design as will meet the requirements prescribed by the State Board of Education.

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An agency, Board of Education, nonpublic school, or school bus contractor operating a school bus subject to the provisions of N.J.S.A. 39:3B-1 shall display across the rear of the school bus a telephone number, website address, or other identifying information which shall allow the public to report a bus driver's misconduct while operating the school bus to the Board of Education or nonpublic school for which the school bus provides transportation. The lettering shall be of a color that contrasts with the color of the school bus.

The Board of Education or nonpublic school shall comply with New Jersey Department of Education (NJDOE) regulations regarding: the appropriate Board of Education or nonpublic school official or designee to address and respond to a complaint of school bus driver misconduct; the appropriate actions which a Board of Education or nonpublic school may take to respond to a complaint of school bus driver misconduct; and the time period during which a Board of Education or nonpublic school may act to respond to a complaint of school bus driver misconduct in accordance with the provisions of N.J.S.A. 39:3B-2.1.

- D. The Board requires every school bus bid or purchased that is used to transport public, non-public, charter, and/or renaissance school students will be equipped with a crossing control arm at the right front corner of the bus. The arm must open and extend out from the bus at least five feet each time the bus door is opened.
- E. School bus purchase, use, and standards must meet Federal and State standards and must be in accordance with N.J.A.C. 6A:27-7.1 et seq. and N.J.S.A. 18A:18A-1 et seq. – Public School Contracts Law.

Operation and Management of Transportation System

- A. The Transportation Coordinator shall
 - 1. Prepare a map of the district on which each bus stop and bus route is indicated or, alternatively, prepare an itinerary of bus routes that may be used in conjunction with a map of the school district;
 - 2. Prepare and promulgate procedures to be followed in the event of a bus emergency, bus safety, bus driver training and rules governing the conduct of all students transported by the Board in accordance with N.J.A.C. 6A:27-11.1 et seq. and 6A:27-12.1 et seq.;
 - 3. Maintain such records and make such reports regarding school transportation as are required by the State Board of Education; and
 - 4. Prepare the specifications for each bus route or contract for which proposals will be sought by the Board in accordance with N.J.A.C. 6A:27-9.1 et seq.

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B. The operation and fiscal management of the district's transportation system shall be conducted in strict accordance with rules of the State Board of Education and the NJDOE.

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R 8630 EMERGENCY SCHOOL BUS PROCEDURES (M)

M

A. Staff Training

1. The employer shall administer a safety education program for all permanent and substitute school bus drivers and school bus aides that it employs. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the employee's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The employer shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The employer shall administer the safety education program, as set forth in A.1. and 2. above, twice per calendar year to all permanent and substitute school bus drivers and school bus aides it employs in accordance with N.J.S.A. 18A:39-19.1a.
4. The employer shall be responsible to administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 and 18A:39-19.3 for all school bus drivers and school bus aides:
 - a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the employer shall administer the training program to the individual no later than one hundred

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and eighty days after the training program is made available by the Commissioner;

- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the employer shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3.b., the employer shall require a school bus driver or school bus aide to file a certification with the employer that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The employer shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the New Jersey Department of Education (NJDOE); and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3 and N.J.A.C. 6A:27-11.1 et seq.

B. Emergency Bus Evacuation Drills

1. The Principal or designee of each school shall organize and conduct emergency bus exit drills at least twice within the school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.
3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;

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- c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
 - i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training required by Federal and State law or as deemed appropriate by the Board that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

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C. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the **Transportation Coordinator or designee**).
2. In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.
 - a. Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned for whom a student information card has been completed by the parent.
3. School bus drivers shall attend training workshops offered by the NJDOE and this school district and shall be trained in first aid.
4. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A basic first aid kit;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.
5. Each school bus driver shall:
 - a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;

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- c. Maintain student discipline on the bus;
- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
- e. Report promptly to the **Transportation Coordinator (Principal, Transportation Supervisor, Other)** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the **Transportation Coordinator (Principal, Transportation Supervisor, Other)** any deviation in the bus route or schedule;
- g. Drive within speed limits at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Inspect the school vehicle for students left on board the bus at the end of a route; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.

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3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision.
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **Transportation Coordinator (Principal of the receiving school and School Business Administrator/Board Secretary, Other)** of the number and location of the bus and the circumstances of the disability. The **Transportation Coordinator** will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:

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- a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator/Board Secretary or designee, of the district providing the transportation.
- b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.
- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's

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insurance company and policy number, and a description of the vehicle (color, make, year, body type).

- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator/Board Secretary or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the NJDOE.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
 - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.

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- d. The **Transportation Coordinator** shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
 - a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;
 - (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room; or
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
 - e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

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