

**SPRINGFIELD BOARD OF EDUCATION  
REGULAR PUBLIC MEETING MINUTES  
December 12, 2022**

**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: 5:54 PM

**A. CALL TO ORDER AND STATEMENT- President Scott Silverstein**

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, 2022 and revised on November 7, 2022. 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 Paula Saha      | Mrs. Kristy Rubin                    |
| Mrs. Laura Gamarekian (absent) | Mrs. Hilary Turnbull                 |
| Mr. Marc Miller                | Mrs. Yelena Zolotarsky (6:53 PM)     |
| Mr. Hector Munoz               | President Scott Silverstein (absent) |
| Mrs. Meredith Murphy           |                                      |

**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 HIB Hearing.

It is anticipated that the executive session will take approximately 75 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: Vice President Saha

Seconded: Mrs. Rubin

Time: 5:55 PM

Voice Vote: AYE- 6 NAY-0

Motion to return to public session:

Moved: Mr. Miller

Seconded: Mrs. Murphy

Time: 7:19 PM

Voice Vote: AYE- 7 NAY-0

**D. PLEDGE OF ALLEGIANCE**

**E. COMMUNICATIONS**

Mrs. Calas indicated that the Board received articles from NJ School Board Association and Garden State Coalition of Schools around the following topics: test scores, mental health, the Governor's volunteer tutoring/ mentoring initiatives and bills that were considered at the Senate Education Committee. Ms. Calas read in the addenda items.

**F. MINUTES**

The Superintendent recommends:

1. To approve the following minutes:

Executive Meeting – November 28, 2022

Regular Meeting – November 28, 2022

***Approval of the Minutes***

Motion to Approve: Mr. Miller

Seconded: Mrs. Murphy

Voice Vote: AYE- 7 NAY-0

**G. SUPERINTENDENT'S REPORT**

1. Staff/Student Recognitions
    - a. District Holiday Greeting Card Winners Presentation
  2. Governor's Educator of the Year Nominees
  3. Community Updates
  4. Safe Return to Schools Plan Update
  5. HIB Report (The Board will go into closed session at the end of the meeting if specific clarification is needed.)
  6. Fund Raiser Request
  7. Building Use Request
  8. Student Internship
- Ms. Bauers and Mr. Krupit introduced the JDHS Jazz Band and the Chorale who performed.
  - School Principals presented the district holiday greeting card winners.
  - Dr. Goldberg provided a community update.
  - Dr. Goldberg announced the educators and educational services professionals of the year.
  - The Caldwell playground plans were unveiled.
  - An update was provided on the FMG Media Center.
  - Dr. Goldberg provided a preschool expansion update.
  - Dr. Goldberg highlighted the FMG Musical: Willy Wonka Jr,
  - A varsity athletic update was provided.
  - Board of Education Goals and Values and district objectives were reviewed.
  - The Superintendent recognized Ms. Huber's retirement and wished her well.
  - Dr. Goldberg acknowledged President Silverstein's years of service.
  - Vice President Saha echoed Dr. Goldberg's comments on Mr. Silverstein's years of service

***Approval of the Superintendent's Report, as presented***

Motion to Approve: Mr. Miller

Seconded: Mr. Munoz

Voice Vote: AYE- 7 NAY- 0

## H. PUBLIC SESSION ON AGENDA ITEMS

None

## I. FINANCE COMMITTEE- Mrs. Rubin

### *Items 1 through 2*

The Superintendent recommends:

### 1. **Approval of Bills**

To approve the check numbers 051638 through 051727 and wire transfers 8888841 and 888842 through 888840 in the amount of \$1,766,409.04 minus voided check number 051387 for the grand total of \$1,642,271.04.

### 2. **Budget Transfers**

To approve budget transfers for the 2022-2023 school year.

| Account Code         | Account Description            | To        | From      |
|----------------------|--------------------------------|-----------|-----------|
| 11-213-100-610-53-11 | SUPPLIES RESOURCE ROOM         | 583.09    |           |
| 11-204-100-610-50-11 | SUPPLIES NI                    |           | 583.09    |
| 11-000-100-566-98-11 | TUTION PRIVATE SCHOOL HANDICAP | 35,654.30 |           |
| 11-215-100-106-40-11 | EXTENDED SAL AIDES             |           | 35,654.30 |
| 11-216-100-610-00-09 | PSD SUPPLIES                   | 3,200     |           |
| 11-215-100-106-00-09 | PSD PT AIDES                   |           | 3,200     |
| 20-218-100-600-00-00 | INSTRUCTIONAL SUPPLIES         | 20,000    |           |
| 20-218-100-106-00-00 | PRESCHOOL AIDES                |           | 20,000    |

### *Approval of Finance Items 1 through 2*

Motion to Approve: Mrs. Rubin

Seconded: Mr. Munoz

### *Roll Call*

|                           |        |                             |        |
|---------------------------|--------|-----------------------------|--------|
| Vice President Paula Saha | Yes    | Kristy Rubin                | Yes    |
| Laura Gamarekian          | Absent | Hilary Turnbull             | Yes    |
| Marc Miller               | Yes    | Yelena Zolotarsky           | Yes    |
| Hector Munoz              | Yes    | President Scott Silverstein | Absent |
| Meredith Murphy           | Yes    |                             |        |

## J. SCHOOL GOVERNMENT COMMITTEE- Vice President Saha

### *Items 3 through 21 and Addenda Item 25*

The Superintendent recommends:

### 3. **Staff Appointment**

To approve the following staff appointments\*:

- Martha Collazos, Preschool Instructional Aide/Bus Aide, Itinerant, effective on/about December 13, 2022 through June 30, 2023 at \$20.62/hr.  
Account Number: 20-218-100-106-00-00 (Instructional); 11-000-270-107-96-10 (Bus)
- Maria Galvis, Preschool Instructional Aide/Bus Aide, Itinerant, effective on/about December 13, 2022 through June 30, 2023 at \$20.62/hr.  
Account Number: 20-218-100-106-00-00 (Instructional); 11-000-270-107-96-10 (Bus)
- Erica Blackley, Lunch Aide/Bus Aide, Itinerant, effective on/about December 13, 2022 through June 30, 2023 at \$20.62/hr.  
Account Number: 11-000-262-107-95-10 (Lunch); 11-000-270-107-96-10 (Bus)

- d. Angela Sierra, Lunch Aide, Itinerant, effective on/about January 3, 2023 through June 30, 2023 at \$20.62/hr.  
Account Number: 11-000-262-107-95-10
- e. Darus Stewart, Pre-Kindergarten Teacher, TLS, effective January 3, 2023 through June 30, 2023 at \$61,047.00 Step 4-BA.  
Account Number: 20-218-100-101-00-00
- f. Kelly Correia, Elementary Leave Replacement Teacher, TLS, effective January 1, 2023 through June 30, 2023 at \$64,980.00 Step 1-MA.  
Account Number: 11-120-100-101-01-07
- g. Sharice Bagley, Instructional Aide, Itinerant, effective on/about December 13, 2022 through June 30, 2023 at \$20.62/hr.  
Account Number: 11-204-100-106-00-10
- h. Rachel Petrella, Secretary (12 month), JDHS, effective on/ about January 1, 2023 through June 30, 2023 at \$37, 346, Step 1 General
- i. Cherish Fiorilli, Autism Teacher, Walton, effective on/about January 3, 2023 through June 30, 2023 at \$77,172.00, Step 15-BA
- j. Chantelle Steirman, Instructional Aide - Autism Program, EVW, effective on/about December 13, 2022 through June 30, 2023 at \$20.62/hr + \$1,250 (annual stipend).  
Account Number: 11-214-100-106-00-09; 20-250-100-100-66-11 (stipend)

*\*pending criminal background history clearance*

#### 4. Staff Resignation

To accept the following resignations:

- a. Dina Boettcher, Bus Aide, effective December 9, 2022
- b. Lance Jacobs, Supervisor of Athletics, Health and Physical Education, effective January 30, 2023.

#### 5. District Substitutes

To approve additional substitutes. NJ Certified Teachers- \$135/day, Sub Certified- \$125/day, Paraprofessionals- \$20/hr., Secretary- \$15/hr., Custodian- \$20/hr., Nurse- \$190/day, Home Instruction- \$44.54/hr., Bus Driver- \$21.76/hr.

##### TEACHER

|               |      |                    |
|---------------|------|--------------------|
| Ashley Campos | N-12 | County Certificate |
| Debra Klein   | N-12 | County Certificate |
| Ashley Romero | N-12 | County Certificate |

##### AIDE

Ashley Romero  
Sattie Glowacki

##### BUS DRIVER

Maria Galvis

#### 6. High School and Middle School Additional Teachers and Classes 22-23

To approve the revision of the following teachers to teach an additional class for the 2022-2023 school year:

| First Name | Last Name | Location | Department | Section/ Period | Amount*    | Account              | Effective Date |
|------------|-----------|----------|------------|-----------------|------------|----------------------|----------------|
| Jennifer   | Mortensen | JDHS     | Science    | 5 periods       | \$5,265.78 | 11-140-100-101-28-14 | 9/1/22-12/2/22 |
| Nathaniel  | Lazar     | JDHS     | Science    | 6 periods       | \$5,406.65 | 11-140-100-101-28-14 | 9/1/22-12/2/22 |

|           |           |      |         |            |            |                      |                  |
|-----------|-----------|------|---------|------------|------------|----------------------|------------------|
| Nathaniel | Lazar     | JDHS | Science | 1 period   | \$2,906.80 | 11-140-100-101-28-14 | 9/1/22-6/30/23   |
| David     | Silva     | JDHS | Science | 6 periods  | \$4,813.46 | 11-140-100-101-28-14 | 9/1/22-12/2/22   |
| Crystal   | Best      | FMG  | English | 6 sections | \$3,735.49 | 11-130-100-101-28-06 | 9/1/22-12/9/22   |
| Stephanie | Hernandez | FMG  | English | 6 sections | \$4,552.36 | 11-130-100-101-28-06 | 9/1/22-12/9/22   |
| Rachel    | Hough     | FMG  | English | 6 sections | \$4,380.53 | 11-140-100-101-28-14 | 9/1/22-12/9/22   |
| Kerry     | Thorburn  | FMG  | English | 6 sections | \$4,842.16 | 11-140-100-101-28-14 | 9/1/22-12/9/22   |
| Alexis    | Mojka     | FMG  | English | 6 sections | \$4,671.91 | 11-130-100-101-28-06 | 9/1/22-12/9/22   |
| David     | Dougherty | FMG  | Math    | 5 periods  | \$1,621.45 | 11-130-100-101-28-06 | 11/6/22-12/16/22 |
| Rebecca   | Luzuriaga | FMG  | Math    | 5 periods  | \$1,812.68 | 11-130-100-101-28-06 | 11/6/22-12/16/22 |
| Christina | Rodriguez | FMG  | Math    | 5 periods  | \$1,579.63 | 11-130-100-101-28-06 | 11/6/22-12/16/22 |
| Dana      | Strober   | FMG  | Math    | 5 periods  | \$1,728.36 | 11-130-100-101-28-06 | 11/6/22-12/16/22 |

\* shall be prorated based on actual assignment time

## 7. Rescinding of Staff Appointment

To approve the following rescinding of staff appointment

- Maria Marinaccio, Instructional Aide

## 8. Leave of Absence

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

a.

| Name            | Leave Request              | Dates               | Rate                               |
|-----------------|----------------------------|---------------------|------------------------------------|
| Kelley Tauscher | Pre-Disability Leave/FMLA  | 3/10/2023-4/2/2023* | Full Salary; accumulated sick days |
|                 | Post Disability Leave/FMLA | 4/3/2023-5/1/2023*  | Full Salary; accumulated sick days |
|                 | FMLA/NJFLA                 | 5/2/2023-10/2/2023* | Unpaid                             |

b.

| Name            | Leave Request | From                 | To                    | Rate   |
|-----------------|---------------|----------------------|-----------------------|--------|
| Danielle Feller | FMLA/NJFLA    | 10/26/2022-1/2/2023* | 10/26/2022-1/31/2023* | Unpaid |

c.

| Name              | Leave Request              | Dates                 | Rate                               |
|-------------------|----------------------------|-----------------------|------------------------------------|
| Marcella Castillo | Pre-Disability Leave/FMLA  | 12/10/2022-12/21/2022 | Full Salary; accumulated sick days |
|                   | Pre-Disability Leave/FMLA  | 1/3/2023-1/12/2023    | Unpaid                             |
|                   | Post Disability Leave/FMLA | 1/13/2023-2/10/2023   | Unpaid                             |
|                   | FMLA/NJFLA                 | 2/11/2023-5/2/2023    | Unpaid                             |

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

## 9. Medical Leave of Absence Request

To approve the following medical leave of absence request:

| ID   | Leave Request | From                   | To                      | Rate                                |
|------|---------------|------------------------|-------------------------|-------------------------------------|
| 2650 | FMLA          | 9/12/2022 -11/11/2022* | 9/12/2022 - 12/15/2022* | Full salary; accumulated sick days. |
| 0617 | FMLA          | 11/1/2022-12/5/2022*   | 11/1/2022-12/16/2022*   | Full salary; accumulated sick days. |

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

## 10. Before/ After School Tutorial Programs

To approve the following staff for the Before/ Afterschool Tutorial Programs. Staff shall be paid in accordance with SEA agreement. Rate \$53.29.

| Name         | Program                            | Location | Hrs./Days | Account Number               |
|--------------|------------------------------------|----------|-----------|------------------------------|
| Joseph David | Peer Tutoring Program (substitute) | FMG      | As needed | 20-483-100-100-00-12 (CRRSA) |

## 11. Educational Programs

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

| Bedside Instruction |                     | Date                        | Cost       |
|---------------------|---------------------|-----------------------------|------------|
| 2009                | Four Winds Hospital | 10/24/22 - @ approx.. 4/wks | \$2,440.00 |

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

## 12. Professional Services

To approve the following professional services contracts:

| Vendor              | Services                 | Rate           | Term     |
|---------------------|--------------------------|----------------|----------|
| NJ Neurology Inc.   | Neurological Evaluations | \$500/per eval | 22-23 SY |
| Four Winds Hospital | Home Instruction         | \$64.00/hour   | 22-23 SY |

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

## 13. Before/ After School Program/ Childcare

To approve the following Before and After School Program appointment:

| Name            | Position                | Rate          |
|-----------------|-------------------------|---------------|
| Jolene Sinclair | Substitute Group Leader | \$25.01/ Hour |

## 14. Tuition Reimbursement/ Credit

To approve the following personnel for credit and tuition reimbursement. The maximum amount as set in the SEA CBA.

| Staff Name           | Course Title                                                  | Semester    | Credit | In person/<br>Online/ Hybrid | Course Level |
|----------------------|---------------------------------------------------------------|-------------|--------|------------------------------|--------------|
| Derrick Gabbene      | Counseling Children and Families                              | Spring 2023 | 3      | In Person                    | Graduate     |
| Derrick Gabbene      | Internship in Counseling II                                   | Spring 2023 | 3      | In Person                    | Graduate     |
| Marissa Dusheck      | Differentiated Supervision                                    | Spring 2023 | 3      | Online                       | Graduate     |
| Gillian Clark        | School Building Planning                                      | Summer 2023 | 3      | Hybrid                       | Graduate     |
| Gillian Clark        | Management of Educational Finance                             | Spring 2023 | 3      | Hybrid                       | Graduate     |
| Gillian Clark        | Basic School Law and Policy                                   | Spring 2023 | 3      | Hybrid                       | Graduate     |
| Gillian Clark        | Curriculum Development and Evaluation of Instruction          | Spring 2023 | 3      | Hybrid                       | Graduate     |
| Christine Saliceti   | Advanced Counseling Skills-                                   | Spring 2023 | 3      | In Person                    | Graduate     |
| David Steinman       | Active Bodies, Healthy Minds                                  | Spring 2023 | 3      | Online                       | Graduate     |
| David Gonzalez-Silva | Teaching and Assessment in Physical Science                   | Spring 2023 | 3      | In Person                    | Graduate     |
| David Gonzalez-Silva | Using Results of Physics Education Research in your Classroom | Spring 2023 | 3      | In Person                    | Graduate     |
| David Campbell       | Google Drive for Educators                                    | Summer 2023 | 3      | Online                       | Graduate     |
| David Campbell       | IPads in the Classroom                                        | Spring 2023 | 3      | Online                       | Graduate     |
| Kendra Newman        | Differentiated Supervision                                    | Spring 2023 | 3      | Online                       | Graduate     |
| Jamie Gaughan        | Curriculum Development and Evaluation of Instruction          | Spring 2023 | 3      | Hybrid                       | Graduate     |
| Jamie Gaughan        | Computer Application in Educational Admin                     | Spring 2023 | 3      | Hybrid                       | Graduate     |

## 15. 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 |          |
|--------------------|-------------|------------------|----------|
| The Kohler Academy | 0102, 0102A | \$104,203.20     | 22-23SY  |
|                    |             | \$48,000         | 1:1 aide |
| Lakeview School    | 1910        | \$63,253         | 22-23SY  |
|                    |             | \$24,000         | 1:1 aide |

Account Number: 11-000-100-566-98-11

## 16. Grant Amendments

### a. ESEA

To approve authorizing the Springfield Board of Education to submit its amended application for the 2023 Every Student Succeeds Act (ESSA) grant. Budget accounts are reflected in Amendment I:

b. ARP

To approve authorizing the Springfield Board of Education to submit its amended application for the 2022 American Rescue Plan (ARP ESSER III) grant. Budget accounts are reflected in Amendment I.

c. CRRSA

To approve authorizing the Springfield Board of Education to submit its amended application for the 2021 Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA ESSER II) grant. Budget accounts are reflected in Amendment II.

**17. Job Description**

To approve the following job description:

- a. Director of Athletics and Physical Education (Attachment A)

**18. Board Goals 22-23**

To approve the Springfield Board of Education Goals for the 2022-2023 school year.

**19. Field Trips**

To approve the following out of state trips for the 2022-2023 school year:

| Destination                                  | Date     | School | Purpose    |
|----------------------------------------------|----------|--------|------------|
| 168th St. Fort Washington , NYC Armory       | 12/17/22 | JDHS   | Track Meet |
| Ocean Breeze Athletic Complex, Staten Island | 12/28/22 | JDHS   | Track Meet |
| 168th St. Fort Washington , NYC Armory       | 2/6/23   | JDHS   | Track Meet |
| Ocean Breeze Athletic Complex, Staten Island | 3/5/23   | JDHS   | Track Meet |

**20. Curriculum Adoption**

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

a. **Elementary Level**

- Art Kindergarten

- Art Grade 1
- Art Grade 2

b. **Middle School Level**

- 21st Century Musician Grade 8
- Concert Band Grades 6-8
- Choir Grades 6-8
- String Ensemble Grades 6-8
- Art Grade 6
- 3D Art Grade 6
- Art Grade 7 (Ceramics)
- Art Grade 7 ArtLab MakerSpace
- Art Grade 8
- 21st Century Artist Grade 8

c. **High School Level**

- Chorale Grades 9-12
- Concert Band Grades 9-12
- String Ensemble Grades 10-12
- Intro to Technical Theatre
- Intro to Lighting & Sound
- Intro to TV
- AP Art and Design
- Music & Modern History
- Intro to Criminal Justice

- Accounting II

## 21. Special Election

To authorize and direct the Board President, the Superintendent, the Business Administrator/Board Secretary, DI Group Architecture, and Wilentz, Goldman & Spitzer, P.A., as Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the proposed school facilities projects to the voters via a bond referendum at School District special election to be held on March 14, 2023 or such other date as may be available and selected by the Board (Attachment B)

## ADDENDA

## 25. Donation

To accept a donation of five (5) Promethean Boards from the Walton PTA. This donation will be used in the 2<sup>nd</sup> grade classrooms. Estimated value is \$18,294 (\$3,658 each). The Board of Education will like to thank the Walton PTA for their generous donation.

- Dr. Goldberg wished Mr. Jacobs well on this next endeavor
- Mr. Miller thanked the Walton PTA for their generous donation.
- Dr. Goldberg gave her gratitude for the partnerships with the PTA and the efforts of the
- Ms. Zolotarsky commented on the Board Goals. She questioned how the goals would be measured.
- Dr. Goldberg commented on the Board Goals. She noted that some of the goals shall be ongoing.
- Ms. Zolotarsky noted some of the changes in the curriculum that were highlighted. She suggested that the curriculum be presented to the parents.

### *Approval of School Government Items 3 through 21 and Addenda Item 25*

Motion to Approve: Mrs. Murphy

Seconded: Mr. Miller

### *Roll Call*

|                           |        |                             |        |
|---------------------------|--------|-----------------------------|--------|
| Vice President Paula Saha | Yes    | Kristy Rubin                | Yes    |
| Laura Gamarekian          | Absent | Hilary Turnbull             | Yes    |
| Marc Miller               | Yes    | Yelena Zolotarsky           | Yes    |
| Hector Munoz              | Yes    | President Scott Silverstein | Absent |
| Meredith Murphy           | Yes    |                             |        |

## K. BUILDINGS AND GROUNDS COMMITTEE- Mr. Munoz

### *Items 22 and 23 and Addenda Item 26*

The Superintendent recommends:

## 22. ACES Cooperative Pricing System

To authorize the Springfield Board of Education to participate in the ACES Cooperative Pricing System to purchase electric power. (Attachment C)

## 23. Student Transportation Contracts

To approve entering into contracts in accordance with N.J.A.C. 6A:27-10-1 et seq. with:

- Morris- Union Jointure Commission Board of Education

To provide student transportation for the following routes:

| Route # | School         | Route Cost  | Term of Contract   |
|---------|----------------|-------------|--------------------|
| MU 930  | ECLC           | \$15,600.99 | 9/1/2022-6/30/2023 |
| MU 992  | Hunterdon Prep | \$19,070.69 | 9/1/2022-6/30/2023 |

## ADDENDA

### 26. Professional Services

To approve DI Group Architecture for architectural/ engineering services on the Florence Gaudineer Middle School HVAC upgrade project to be submitted as a ROD Grant application, at a cost not to exceed \$33,800. Capital reserve funds shall be used in accordance with N.J.A.C. 6A:23-2.13.

- Dr. Goldberg commented on the ROD grant and the next steps of HVAC upgrades.

### *Approval of Buildings and Grounds Items 22 and 23 and Addenda Item 26*

Motion to Approve: Mr. Munoz

Seconded: Mr. Miller

### *Roll Call*

|                           |        |                             |        |
|---------------------------|--------|-----------------------------|--------|
| Vice President Paula Saha | Yes    | Kristy Rubin                | Yes    |
| Laura Gamarekian          | Absent | Hilary Turnbull             | Yes    |
| Marc Miller               | Yes    | Yelena Zolotarsky           | Yes    |
| Hector Munoz              | Yes    | President Scott Silverstein | Absent |
| Meredith Murphy           | Yes    |                             |        |

### L. **POLICY COMMITTEE**-Mr. Miller

#### *Item 24*

The Superintendent recommends:

### 24. District Policies – 1<sup>st</sup> Reading

To approve the following district policies and regulations for first reading:

- R2431.3 Heat Participation Policy for Student-Athlete Safety
- P2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- R3161 Examination for Cause
- P5756 Transgender Students (separate voice vote)
- P5330.04 Administering an Opioid Antidote
- R5330.04 Administering an Opioid Antidote
- R2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries
- P8600 Student Transportation
- R8600 Student Transportation
- P8630 Bus Driver/ Bus Aide Responsibility
- R8630 Emergency Bus Procedures
- P5513 Care of School Property

Mr. Miller provided an update on the policies that were up for vote

### *Approval of Policy Item 24a-c & 24e-l*

Motion to Approve: Mr. Miller

Seconded: Mr. Munoz

Voice Vote: AYE: 7 NAY: 0

### 24. District Policies – 1<sup>st</sup> Reading

To approve the following district policies and regulations for first reading:

- d. P5756 Transgender Students

- Ms. Zolotarsky expressed her concerns with the policy. She read a portion of the policy. She asked for the board attorney to address her questions.
- Mrs. Rubin noted that she has questions on this policy.
- Mr. Miller commented on tabling the first reading and provided his explanations.
- Mrs. Zolotarsky noted that she would like an attorney to address her questions.
- Mr. Miller noted that any board member may abstain.
- Vice President Saha commented on policies in general and first readings and compliance with state law.
- Mr. Miller noted that the District is required to comply with Title IX.
- Mrs. Zolotarsky commented on the policy and its requirements for QSAC.
- Dr. Goldberg commented on policy creation and guidance provided from the state.

***Motion to Table Policy Item 24d:***

Moved: Mrs. Zolotarsky

Seconded: Mr. Munoz

Voice Vote: AYE: 1 NAY: 6

***Approval of Policy Item 24d***

Motion to Approve: Mr. Miller

Seconded: Mr. Munoz

Voice Vote: AYE: 6 NAY: 1

- Dr. Goldberg noted that the attorney will be present at the next board meeting to address any questions.
- Mrs. Zolotarsky noted that there was no committee meeting on the policy.
- Mr. Miller commented on the committee and the policy

**M. OPEN PUBLIC SESSION**

- JDHS Student, asked for the Board to consider a Theater Club be added to JDHS extracurricular activities.
- JDHS Student, also asked for the Board to consider a Theater Club be added to JDHS extracurricular activities.
- Mr. Rodriguez, 227 S. Springfield Ave., provided an explanation of an incident that occurred with a guidance intern.
- Dr. Goldberg commented and will reach out.

**N. NEW BUSINESS**

- Mr. Munoz commended Ms. Bauers and Mr. Krupit for the performance.
- Vice President Saha mirrored the sentiments.

**O. OLD BUSINESS**

None

**P. ADJOURNMENT**

Moved: Mr. Munoz

Seconded: Mr. Miller

Time: 9:03 PM

Voice Vote: AYE- 7 NAY- 0

Upcoming Meeting

1. Re-organization Meeting – January 3, 2023 at 7:00 PM in the JDHS IMC
2. Regular Meeting – January 3, 2023 at 7:00 PM in the JDHS IMC

# Springfield Public Schools

## **JOB DESCRIPTION**

**TITLE:** Director of Athletics and Physical Education

### **QUALIFICATIONS:**

1. A valid New Jersey Principal Certificate or Certificate of Eligibility
2. A valid New Jersey teaching certificate or educational support services certificate.
3. At least five (5) years working in public education in the areas of teaching or educational support services.
4. Demonstrated leadership in athletics programming and curriculum development.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent of Schools or Designee

**SUPERVISES:** Physical Education/Health Certificated Staff  
Coaching Staff  
Athletic Trainer(s)  
Other staff members as the Superintendent may designate

### **PERFORMANCE RESPONSIBILITIES:**

1. Establish and promote high standards and expectations for all students and staff for excellent academic performance.
2. Lead, manage, supervise, develop, and evaluate personnel supervised and other staff members as the Superintendent or his designee may designate in accordance with law, code, and Board policy.
3. Organizes and administers the district program of extracurricular athletics, including the scheduling and communication related to all district athletic events. Such program administration includes monitoring the district programming to ensure full compliance with Title IX mandates.
4. Prepare and administer the athletic program budget and requisition program supplies and equipment.
5. Develop and implement appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the

(continued)

New Jersey State Interscholastic Athletic Association (NJSIAA) and the New Jersey Department of Education (NJDOE).

6. Serves as a liaison between program coaches and school administration regarding student behavior, discipline, academic expectations, injuries, or other problems or concerns.
7. Attends meeting with parents as requested by district or school administration or coaching staff.
8. Responsible for the selection, assignment, and evaluation of athletic coaches and trainers.
9. Responsible for the supervision of athletic events held on district premises and the coordination of game officials, team physicians, and security personnel. Communicates with school administration regarding chaperones and other required personnel.
10. Supervise use of the training room, weight room, and athletic office areas to ensure compliance with safety procedures. Such supervision includes reviewing facilities for safety and play-ability, and reporting any findings with the building Principal.
11. Verify each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
12. In collaboration with the nursing staff, ensures completion of applicable health care forms and protocols as established in board policy.
13. Responsible for compliance with emergency medical procedures for all practice sessions and competitive events.
14. Arrange the transportation for athletic competitions and practices. Responsible for monitoring the arrival and departure of transportation and communicating with Principals and the Transportation Office all appropriate transportation plans
15. Plans and supports all district-level athletic recognition programs.
16. Attend all conference, county, and state athletic association meetings.

(continued)

17. Serves as a liaison and steward of the district in meetings with coaches, students, parents, and community/booster-clubs.
18. Supervise the care, maintenance, and storage of all athletic equipment and supplies; and maintain a current inventory.
19. Works with the Assistant Superintendent for Curriculum and Instruction, to ensure development of the K-12 health and physical education instructional program and achievement of state academic content standards and district goals and objectives.
20. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the schools.
21. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by district leadership.
22. Responsible for the development and coordination of the sections of the budget that pertain to physical education and health curriculum and instruction, inclusive of the selection, ordering, coordination, maintenance, distribution, and inventory of all instructional materials, equipment, supplies, technology, and textbooks.
23. Develop, schedule, coordinate, implement, and monitor professional development of personnel supervised.
24. Makes recommendations to district leadership on the recruitment, appointments, placement, promotion, transfer, discipline, and termination of personnel. Recommend the renewal or non-renewal of staff.
25. Assist in long range and strategic planning for the district.
26. Attends meetings of the Board of Education, including Committee of the Whole meetings, unless excused by the Superintendent. Attend all committee meetings as required by the Superintendent. Attend meetings and prepare such reports for the Board as the Superintendent may request.
27. Report on the status of district programs and services at the request of the Superintendent or their designee.

(continued)

28. Interpret the programs and policies of the district to staff, students, and the community at large.
29. Maintain liaison with social, professional, civic, volunteer, and other community agencies and groups having an interest in the schools.
30. Work with local, state, and federal agencies that provide services to students.
31. Prepare state and federal reports as required.
32. Keep the staff informed and seek ideas for the improvement of the district. Conduct meetings as necessary for the proper functioning of the district.
33. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
34. Maintain effective communications with agencies and resources outside of the district, representing the district at community, state, and professional meetings.
35. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies, and program services through reading of professional journals, participation in professional development, and involvement in professional organizations.
36. Work with community and parent groups on matters pertaining to schooling and areas supervised.
37. Develop and maintain constructive relationship with educational institutions, business organizations, and training agencies that may contribute to the district's goals.
38. Participate in interview committees as required by the Superintendent or their designee.
39. Process all requests for attendance at conferences and absences by identified personnel.

(continued)

40. Represent the district on various regional state committees, councils and commissions concerned with areas under purview or as directed by the Superintendent or their designee.
41. Oversee and handle any state and/or Federal monitoring relative to the areas supervised.
42. Oversee materials relevant to the implementation of New Jersey QSAC or equivalent system.
43. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
44. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act and board policy on vendor relations regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
45. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.
46. Assume responsibilities for administering a school in the absence of the Principal at the Superintendent's request.
47. Perform all other duties as required by law, code, or Board policy.
48. Perform such other tasks and assume such other responsibilities as the Superintendent may assign from time to time and not otherwise prohibited by law or regulation.

#### **TERMS OF EMPLOYMENT:**

1. Twelve (12) months
2. Conditions established by laws and codes of New Jersey; and policies, rules, and regulations established by the Springfield Board of Education.
3. Tenurable.

(continued)

**EVALUATION:** Evaluated by the Superintendent of Schools or Designee

APPROVED: December 12, 2022

**RESOLUTION OF THE BOARD OF EDUCATION OF THE  
TOWNSHIP OF SPRINGFIELD IN THE COUNTY OF UNION, NEW  
JERSEY AUTHORIZING CERTAIN ACTIONS IN CONNECTION  
WITH PROPOSED SCHOOL FACILITIES PROJECTS**

**WHEREAS**, The Board of Education of the Township of Springfield in the County of Union, New Jersey (the “Board” when referring to the governing body and the “School District” when referring to the territorial boundaries governed thereby), seeks to submit to the voters various school facilities projects (collectively, the “Projects”);

**WHEREAS**, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of: (i) the Projects; and (ii) a School District special election at which time a bond referendum authorizing the Projects shall be presented to the voters of the School District.

**NOW, THEREFORE, BE IT RESOLVED** BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF SPRINGFIELD IN THE COUNTY OF UNION, NEW JERSEY, as follows:

Section 1. The Board hereby authorizes and directs the Board President, the Superintendent, the Business Administrator/Board Secretary, DIGroup Architecture, and Wilentz, Goldman & Spitzer, P.A., as Bond Counsel, as applicable, to take all action required to preserve the opportunity to present the Projects to the voters via a bond referendum at School District special election to be held on March 14, 2023 or such other date as may be available and selected by the Board.

Section 2. This resolution shall take effect immediately.

A RESOLUTION BINDING THE SPRINGFIELD BOARD OF EDUCATION  
TO PURCHASE ELECTRIC GENERATION SERVICES  
THROUGH THE ALLIANCE FOR COMPETITIVE ENERGY SERVICES (“ACES”) Bid  
Cooperative Pricing System ID#E8801-ACESCPS

RESOLUTION NUMBER K-22

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 *et seq.*, and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 *et seq.* (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Springfield Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and

WHEREAS, the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and

WHEREAS, the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;

WHEREAS, the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.

NOW, therefore, be it

RESOLVED that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

# 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

# Springfield Public Schools

## Regulation

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.

## Springfield Public Schools Regulation

- 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

# Springfield Public Schools

## Regulation

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-

# Springfield Public Schools

## Regulation

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:

## **Springfield Public Schools Regulation**

- 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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# **Springfield Public Schools Policy**

## **P2431.3 HEAT PARTICIPATION POLICY FOR STUDENT-ATHLETE SAFETY (M)**

### **M**

The Board of Education adopts this Policy as a measure to protect the safety, health, and welfare of students participating in school-sponsored athletic programs and extra-curricular activities. The Board believes practice and pre-season heat participation guidelines for students will minimize injury and enhance a student's health, performance, and well-being.

In accordance with the provisions of N.J.S.A. 18A:11-3.10, a school district which is a member of any voluntary association, pursuant to N.J.S.A. 18A:11-3, which oversees activities associated with Statewide interscholastic sports programs shall adopt and implement the most current "Heat Participation Policy" required by the New Jersey State Interscholastic Athletic Association (NJSIAA) for conducting practice or games in all sports during times of high heat or humidity.

The NJSIAA Policy shall address:

1. The scheduling of practice or games during times of various heat and humidity levels;
2. The ratio of time devoted to workouts to time allotted for rest and hydration during various heat and humidity levels; and
3. The heat and humidity levels at which practice or games will be canceled.

The guidelines included in the NJSIAA Heat Participation Policy shall provide a default Policy to those responsible or sharing duties for making decisions concerning the implementation of modifications or cancellation of practices or games based on the presence of heat and humidity.

The Board of Education shall purchase a WetBulb Globe Temperature (WBGT) tool to measure the heat stress in direct sunlight at the practice or game site. Heat stress consists of temperature, humidity, wind speed, the angle of the sun, and cloud coverage.

The Board of Education shall adopt and implement the provisions of the NJSIAA Heat Participation Policy concerning the frequency and recording of WBGT measurements.

The provisions and requirements of this Policy and of the NJSIAA current Heat Participation Policy, which shall be utilized in conjunction with the current NJSIAA Pre-Season Heat Acclimatization Policy, shall be carried out by the Athletic Trainer, certified designee, or individual as appointed by the school staff member designated by the Superintendent to supervise athletics, which may include a coach or individual responsible for sharing duties for making decisions concerning the implementation of modifications or cancellation of practices and games based on WBGT measurements.

# **Springfield Public Schools**

## **Policy**

A copy of this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy shall be provided to each coach, as appropriate, and reviewed with all coaches by the Principal or designee which may include, but not be limited to, the Athletic Trainer or staff member supervising athletics as designated by the Superintendent prior to the first practice session of the season for each team. The Superintendent shall designate the staff member responsible to ensure compliance with this Policy and NJSIAA's current Heat Participation Policy and Pre-Season Heat Acclimatization Policy.

This Policy and the requirements outlined in this Policy shall apply to all student-athletes in grades nine through twelve participating in Statewide high school interscholastic athletic programs.

The school district will implement provisions of this Policy as determined by the Superintendent or designee for student-athletes participating in athletic programs other than students in grades nine through twelve to include students in grades 6 through 8.

N.J.S.A.18A:11-3.10

New Jersey State Interscholastic Athletic Association Heat Participation Policy and Pre-Season Heat Acclimatization Policy

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# **Springfield Public Schools**

## **Policy**

### **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

# **Springfield Public Schools**

## **Policy**

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

1<sup>st</sup> Reading: December 12, 2022

# 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

## **Springfield Public Schools Policy**

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.

# **Springfield Public Schools**

## **Policy**

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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# Springfield Public Schools Policy

## 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

# **Springfield Public Schools**

## **Policy**

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.

# **Springfield Public Schools**

## **Policy**

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.

# Springfield Public Schools

## Policy

- 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.

# **Springfield Public Schools Policy**

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

# Springfield Public Schools

## Policy

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

# **Springfield Public Schools**

## **Policy**

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

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# 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

# Springfield Public Schools

## Regulation

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.

## Springfield Public Schools Regulation

- 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

# Springfield Public Schools

## Regulation

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-

# Springfield Public Schools

## Regulation

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:

## **Springfield Public Schools Regulation**

- 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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# Springfield Public Schools

## Policy

### 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

# **Springfield Public Schools**

## **Policy**

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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# Springfield Public Schools Regulation

## 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:

# **Springfield Public Schools Regulation**

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.

# Springfield Public Schools

## Regulation

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.

## **Springfield Public Schools Regulation**

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.

1<sup>st</sup> Reading: December 12, 2022

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# **Springfield Public Schools**

## **Policy**

### **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.).

# **Springfield Public Schools**

## **Policy**

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.

# **Springfield Public Schools**

## **Policy**

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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022

# Springfield Public Schools Regulation

## 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

# Springfield Public Schools

## Regulation

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;

## Springfield Public Schools Regulation

- 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.

# Springfield Public Schools

## Regulation

### 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;

# Springfield Public Schools

## Regulation

- 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.

## Springfield Public Schools Regulation

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:

## Springfield Public Schools Regulation

- 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

# Springfield Public Schools

## Regulation

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.

## Springfield Public Schools Regulation

- 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.

Adopted: 18 March 2019

# **Springfield Public Schools Regulation**

1<sup>st</sup> Reading: December 12, 2022

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# Springfield Public Schools

## Regulation

### 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.

## **Springfield Public Schools Regulation**

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.
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;

## **Springfield Public Schools Regulation**

- c. The loss or extent of damage to the textbook; and
  - d. The amount of the fine assessed, if any.
- 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.

Adopted: 18 March 2019

1<sup>st</sup> Reading: December 12, 2022