

**Cherry Hill Public Schools**

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1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

**New Policy**

**Not a mandatory policy at this time but is suggested.**

**Several school districts in New Jersey have been cited by the United States Department of Education, Office of Civil Rights (OCR) for its website content and functionality not being accessible to people with disabilities.**

**These school districts were required to develop and adopt a Policy as part of a Resolution Agreement between the school district and OCR.**

**This new Policy has been accepted by OCR as part of the Resolution Agreement. The requirements outlined in the Policy Guide are technical and will require additional information technology (IT) work by the school district. OCR has indicated to these several school districts these requirements are applicable for all public school district websites.**

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5610 SUSPENSION

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1 et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

**In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool**

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shall not receive an out-of-school suspension except as provided pursuant to the “Zero Tolerance for Guns Act,” N.J.S.A. 18A:37-7 et seq.

**The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.**

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student’s educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the **New Jersey Student Learning** Core Curriculum Content Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student’s Individualized Education Program, in accordance with N.J.A.C. 6A:14.

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Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.S.A. 18A:54-20g [vocational districts]

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

**Notes**

**P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools.**

**N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems.**

**Policy 5610 has been revised to incorporate the limitations outlined in the new law and the requirement to implement an early detection and prevention program.**

**This Policy is mandated.**

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5620 EXPULSION

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the **following**:

1. **The** procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3; and

2. Only after the Board has provided Aan appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.

a. The educational program or service shall be consistent with the provisions of N.J.A.C. **6A:16-9.2 - Program Criteria** 6A:16-9.1 et seq., Alternative Educational Programs, and; N.J.A.C. 6A:16-10.2, - Home or Out-of-School Instruction for General Education Students,; and N.J.A.C. 6A:14-2.1 et seq., - Special Education, Procedural Safeguards; and N.J.A.C. 6A:14-4.31 et seq., - Special Education, Programs **Options** and Instruction, whichever are applicable;. **or**

b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

**In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.**

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**The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.**

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C. 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.A.C. 6A:14 et seq.

**N.J.S.A. 18A:36A-9; 18A:37-2; 18A:37-2a; 18A:37-2b**

N.J.A.C. 6A:16-7.4; 6A:14 et seq.

**Notes:**

**P.L. 2016, Chapter 45 was recently signed into law limiting a school district's ability to expel or suspend young students. The new law, N.J.S.A. 18A:37-2a, places limits on out-of-school suspensions and expulsions in school districts and charter schools.**

**N.J.S.A. 18A:37-2b also requires school districts and charter schools to implement early detection and prevention programs to identify young students in Preschool through grade two who are experiencing behavioral or disciplinary problems.**

**Policy 5620 has been revised to incorporate the limitations outlined in the new law and the requirement to implement an early detection and prevention program. Policy 5620 also has a few formatting revisions.**

**This Policy is mandated.**

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8505 LOCAL WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

**The Principal or a School Wellness Policy Coordinator designated by the Principal will be responsible to ensure the school complies with the requirements in this Policy. The Superintendent of Schools will designate a District Wellness Policy Coordinator who will have the authority and responsibility to ensure each school in the district complies with the requirements outlined in this Policy.**

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:

a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.

b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.

c. The Principal or **School Wellness Policy Coordinator** designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.

d. Food service staff, in consultation with the Principal or **School Wellness Policy Coordinator** designee, will coordinate obtaining student input on menu planning that will include

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taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.

e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.

f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.

2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:

a. The Principal **or School Wellness Policy Coordinator** will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district’s curriculum.

b. The Principal or designee **School Wellness Policy Coordinator** will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.

c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items **and for students to make informed choices about nutrition, health, and physical activity.**

3. Goals for Physical Activity

a. The following activities will be coordinated in each elementary school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.

(3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking;



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playing games that require physical activity, such as kickball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

(4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.

(5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.]

b. The following activities will be coordinated in each middle school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.]

c. The following activities will be coordinated in each high school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

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4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:

a. Each school in Tthe district will establish a **District Wellness Committee (DWC)**. **The DWC will:**

(1) **Be comprised of a the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member representing all school levels in the district, and the District Wellness Policy Coordinator.; and**

(2) **Meet at least four times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the district-wide Wellness Policy.**

b. The Principal or designee **School Wellness Policy Coordinator** will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's **Principal and/or School Wellness Policy Coordinator** Committee.

d. The Principal **and/or School Wellness Policy Coordinator** will encourage fundraising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

5. Annual School Progress Report

a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's **School Wellness Policy Coordinator** Committee in an Annual School Progress Report provided to the Superintendent of Schools before **May 1 June 30**.

b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

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## 6. Annual District Summary Progress Report

a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee **District Wellness Policy Coordinator** will compile an Annual District Summary Progress Report to be presented to the **Superintendent and** Board of Education at a public meeting before **May 30** the beginning of the **current** school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.

b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

## 7. Additional Wellness Policy Goals

a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.

## B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the Smart Snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food **or beverages** sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA **and a smart snack calculator shall be on file in each school for each product sold.**

2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for **each appropriate grade level** elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be **pre-approved by** submitted to the Principal **or designee and the** or designee **District Wellness Policy Coordinator** for approval.

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[Option

**4. The Board of Education will permit food in the school that is not sold to students to be brought into school by parents, students, or staff members for classroom activities, parties, or snacks, or other food provided to students as an incentive. Any occasion where food is brought into the school for such purposes must be approved by the Principal or designee, who will ensure safeguards are in place to protect students who may have a food or related allergy.]**

C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

**1. The District Wellness Policy Coordinator shall be available to consult with school-based administrators, staff members, and the School Wellness Policy Coordinator(s) on the district's Wellness Policy.**

**2. The District Wellness Policy Coordinator shall also be responsible to ensure parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the Board of Education, school administrators, and the general public are permitted to participate in the development, implementation, review, and update of this Wellness Policy.**

**3. The District Wellness Policy Coordinator shall be responsible to inform and update the public (including parents, students, and others in the community) about the content, implementation, updates and implementation status of the district's Wellness Policy through the district's website, school publications, and/or other school communications made available to the public.**

**a. The information and update shall provide as much information as possible about the school nutrition environment, including a summary of the events and activities related to the Wellness Policy implementation in the school district.**

D. Wellness Policy Assessment

**1. The District Wellness Policy Coordinator will prepare an assessment of the district's Wellness Policy in accordance with the requirements of the United States and New Jersey Departments of Agriculture on the extent to which the school(s) in the district are in**

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compliance with the district's Wellness Policy, the extent to which the district's Wellness Policy compares to model school wellness policies, and a description of the progress made in attaining the goals outlined in the district's Wellness Policy.

2. The District Wellness Policy Coordinator will present this assessment to the Board of Education at a public Board meeting, make such assessment available to the public, and recommend any updates to the Policy accordingly.

**E. Records**

1. The District Wellness Policy Coordinator shall ensure records are maintained to document compliance with the requirements of the District Wellness Policy. Such records will include, but not be limited to:

- a. The Board-approved Wellness Policy;
- b. Documentation demonstrating the Policy has been made available to the public;
- c. Documentation of the efforts made in the school district to review and update the Policy;
- d. Documentation demonstrating compliance with the annual public notification requirements;
- e. Documentation demonstrating the most recent assessment on Policy implementation; and
- f. Documentation demonstrating the most recent assessment on the implementation of the School Wellness Policy has been made available to the public.

**FD. Publication/Dissemination**

This Policy **and Assessment** will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

**Notes:**

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**School districts that are participating in any program of the National School Lunch Program and/or School Breakfast Program are required to develop a local wellness Policy.**

**In July 2016, the United States Department of Agriculture (USDA) finalized regulations of the Healthy, Hunger Free Kids Act of 2010 (HHFKA) and a required Wellness Policy. The existing Policy 8505 was developed by Strauss Esmay Associates when the HHFKA was approved in September 2014. However, an updated Policy consistent with the implementing regulations adopted in July 2016 is now required and must be in place for the 2017-2018 school year.**

**The New Jersey Department of Agriculture (NJDOA) did not publish a model New Jersey Wellness Policy; therefore, this updated Policy has been revised after reviewing many USDA documents and model policies recommended by the USDA.**

**Wellness policy goals; goals for nutrition education and physical activity; the establishment of a district wellness committee; annual school and district progress reports; the designation of a district and school wellness policy coordinator; and a wellness policy assessment every one, two, or three years, are required to be included in a district's Wellness Policy.**

**The goals listed in the Policy may be revised or adjusted accordingly, the goals listed in the existing Policy have been accepted by the NJDOA during their reviews and remain in this updated mandatory Policy.**

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Listed below is the original policy. The updated policy on the “Clean Version” has been completely rewritten.

8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education authorizes the transportation by private vehicle of pupils of this district between the school and a school activity approved by this Board in accordance with this policy.

Any such transportation must be approved in advance and in writing by the Principal or designee. The writing must set forth the date, time, and reason for the transportation; the places from and to which pupils will be transported; the name and address of the driver; the names of the pupils to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) or legal guardian(s) of a participating pupil will be given, on request, the name of the driver and the description of the vehicle.

No person shall be approved as driver for the transportation of pupils in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a pupil enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

The Board may withdraw the authorization of any private vehicle driver.

Any private vehicle used for the transportation of pupils must be owned by the approved driver or the spouse of the approved driver; have the capacity to hold not more than eight persons; and must conform to registration, inspection, and insurance requirements of the State of New Jersey for privately owned vehicles. Seat belts shall be worn by the driver and the passengers while the vehicle is in motion. No vehicle may be used to transport more persons than its normal load capacity.

The responsibility of teaching staff members for the discipline and control of pupils will extend to their transportation of pupils in a private vehicle. Drivers who are not teaching staff members are requested to report pupil misconduct to the Building Principal.

Expenses incurred by drivers of private vehicles in the course of transporting pupils will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

Use of Private Vehicles to Transport Pupils to and from Related School Activities

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1. The use of private vehicles to transport pupils to and from related school activities shall conform to N.J.S.A. 18A:39-20.1 and N.J.A.C. 6:21-10.2.
2. The Superintendent shall develop procedures to insure that N.J.S.A. 18A:39-20.1 and N.J.A.C. 6:21-10.2 are enforced. These procedures shall clearly stipulate the procedures under which such transportation shall take place safely, including provision for appropriate and adequate insurance coverage and approval of activities and drivers.

N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6A:27-7.6; 6A:27-7.7

**Notes:**

**The updated policy was reviewed by the district solicitor and allows for more latitude regarding transporting students when buses are unable to be obtained; while still protecting district liability.**



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8660 TRANSPORTATION BY PRIVATE VEHICLE

The Board of Education (“Board”) authorizes the use of private automobiles for the transportation by private vehicle of students of this district to and from school-related activities and events which has been approved by the Board in accordance with this policy. The drivers of private vehicles and the Board shall ensure the only enrolled eligible public school students, adults serving as chaperones or authorized school personnel are transported to and from school-related activities.

Activities covered by Board Policy on the use of privately owned vehicles shall be limited to:

- Approved student field trips;
- Approved interscholastic or intramural activities;
- Approved curricular related activities

In recommending arrangements for student transportation to and from school-related activities, the Superintendent shall consider the type of activity, the total number of students involved, and the availability of appropriate vehicles. This policy shall not apply to the transportation of students to and from practices or home games or activities, which are the responsibility of the parents/guardians. Groups of students too small in number to make economical use of larger vehicles may be transported in privately owned passenger vehicles driven by qualified school personnel, state employees and parents/guardians.

Parental volunteers and designated staff drivers shall be required to complete the application form. Completed forms will be filed in the Building Principal’s office. Only approved drivers shall be used to transport students. Each driver must observe all traffic safety regulations when driving.

Any such transportation, including transportation of student by their own parent/guardian, must be approved in advance and in writing by the Building Principal, Assistant Superintendent, or Superintendent.

The writing must set forth the date, time, and reason for the transportation; the places from and to which students will be transported; the name and address of the driver; the names of the students to be transported; a brief description of the transportation vehicle; and the signature of the driver. The parent(s) or legal guardian(s) of a participating student will be given, on request, the name of

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the driver and the description of the vehicle. Students who are driven to school-related activities in private vehicles without prior approval will be deemed ineligible to participate in the activity.

No person shall be approved as driver for the transportation of students in a private vehicle who is not an employee of this Board or the parent(s) or legal guardian(s) of a student enrolled in this district and the holder of a currently valid license to operate a motor vehicle in the State of New Jersey.

Qualifications of driver's shall include but not be limited to:

1. Valid New Jersey driver's license with no convictions for moving violations and no guilty pleas or pleas of no contest for moving violations within the last three (3) years;
2. Private passenger vehicle of eight (8) or fewer capacity with a current New Jersey or other inspection sticker;
3. Evidence of automobile liability insurance for bodily injury and property damage of at least the minimum amount required by law for all vehicles to be used (\$1,000,000 combined single limit per occurrence, pursuant to N.J.A.C. 6A:27-1.7(a), which is obtained through a company authorized to issue insurance in New Jersey. The certificate of insurance shall name the Cherry Hill Board of Education as an additional insured party of the policy. The Board may withdraw the authorization of any private vehicle driver at any time.

#### Transportation of Students by Other Parents/Guardians

The following requirements must be met by parents/guardians who will provide transportation for students, other than their own children, to and from school-related activities:

1. The vehicle must be a private passenger vehicle, owned or leased by the driver or his/her spouse, with capacity for eight (8) or few passengers which meets all of the safety requirements of the State of New Jersey Motor Vehicle Commission, including but not limited to one seat belt for each occupant of the vehicle, a valid motor vehicle inspection sticker, valid licensing/registration documentation, and approved first aid kits;

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2. The driver must (A) have a valid New Jersey driver's license with no convictions for moving violations no guilty pleas or pleas of no contest for moving violations within the last three (3) year; (B) sign a Motor Vehicle License authorization for the release of his/her current motor vehicle abstract (MVA) which will be obtained by the district at no cost to the driver, (3), and (C) agree to abide by the regulations referenced below;
3. Automobile liability insurance for bodily injury and property damage of at least the minimum amount required by law for all vehicles to be used (\$1,000,000 combined single limit per occurrence pursuant to N.J.A.C.6A:27-1.7(a)) which is obtained through a company authorized to issue insurance in New Jersey. The certificate of insurance shall name the Board as an additional insured party to the policy; and
4. The driver must agree to (A) immediately report student misconduct to the staff member supervising the activity, who will be responsible for reporting this to the Principal or the Principal's designee; (B) upon arrival at the destination, deliver students to the staff member in charge, who will be responsible for the students at the activity; and (C) upon conclusion of the activity, return students to the school and deliver students to the staff member in charge, who will be responsible for the students until they are picked up by a parent/guardian.
5. Each driver must sign a Waiver holding the Board harmless from accidents arising out of the transportation of students to and from school-related activities.

In addition, the parent of any student who is to be driven by another parent must provide a signed permission form for the student to be transported by another parent for the specific school-related activity, including an agreement to release, defend, indemnify and hold harmless the Board from any and all claims arising out of or in any way relating to the transportation.

The Superintendent shall develop and the Board shall adopt detailed regulations to ensure:

1. District approval of activities involved,
2. District determination of drivers and assignment of students to them,
3. Students safety in pickup, transit and drop-off, and
4. Adequate supervision of student at the activity.

Transportation of Students by District Employees as Part of Assigned Duties

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District employees who transport students in a private vehicle during working hours as part of their assigned duties shall:

1. Have a current driver's license with no convictions for moving violations and no guilty pleas, pleas of no contest, for moving violations with the last 3 years;
2. Use a privately owned passenger vehicle of eight (8) or fewer capacity with evidence of at least the statutorily required insurance coverage referenced throughout this policy. The vehicle must have a current inspection sticker;
3. Conform to all safety practices and drivers' qualifications set forth in the regulations of this policy.

Implementation of this section shall be in conformity with applicable negotiated agreement and comply with the requirements of parents set forth above.

The responsibility of teaching staff members for the discipline and control of students will extend to their transportation of students in a private vehicle. Drivers who are not teaching staff members are requested to report student misconduct to the Building Principal.

A teacher or other person in authority over such student shall hold every student accountable for disorderly conduct. The driver shall be in full charge of the vehicle at all times and shall be responsible for order; he or she shall never exclude a student from the vehicle, but, if unable to manage any student shall report the unmanageable student to the Building Principal of the school which the student attends.

Expenses incurred by drivers of private vehicles in the course of transporting students will be reimbursed by the Board at the approved mileage rate and upon presentation of evidence of costs for tolls and parking fees.

The Board shall maintain a record of approved drivers, a copy of their vehicle driver's license and current insurance certificate, auto I.D. card, or Declaration page. All drivers shall inform the Board, prior to further student transportation, of any status changes (revocation, cancellation) to license, insurance coverage, or cancellation of registration. All drivers shall inform the Board, prior to further student transportation, of any arrest or summons related to operating under the influence or violation of any law relating to motor vehicle traffic control. The Board shall withdraw the authorization of any driver who indicates any of the above conditions.

**Cherry Hill Public Schools**

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N.J.S.A. 18A:16-6; 18A:25-2; 18A:39-20.1

N.J.A.C. 6:21-10.2; 6:21-10.3

Adopted:

Revised: