

# BYLAW GUIDE

Attachment M

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Board Member Orientation and Training  
Mar 23

[See POLICY ALERT Nos. 181, 193, and 230]

## 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each **Board** member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member **to acquire** ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive **access to and/or a copy of**

### **Choose one or more of the following:**

- ☐ ~~access to and/or a copy of~~ the Board of Education Bylaw and Policy Manual,
- ☐ the manual of administrative regulations,
- ☐ each negotiated agreement,
- ☐ the current budget statement and audit report,
- ☐ the most recent long range facilities plan, **and**
- ☐ ~~and such~~ other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited and is encouraged to meet and discuss the responsibilities and authority of a Board member, Board functions, and Board policies and procedures with the Board President (if available), the Superintendent, and the School Business Administrator/Board Secretary.

**Within the first ninety days of a new Board member's first term, the Board member** ~~Each newly elected or appointed Board member shall complete during the first year of the member's first term~~ a training program to be prepared and offered by the New Jersey School Boards Association. **The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33** ~~, in consultation with the New~~



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~~Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under ~~N.J.S.A. P.L. 2002, c.83 (C.18A:37-13 et seq.)~~. A Board member shall be required to complete the program only once. Training on harassment, intimidation, and bullying in schools shall be provided by the New Jersey School Boards Association, in consultation with recognized experts in school bullying from a cross section of academia, child advocacy organizations, nonprofit organizations, professional associations, and government agencies.

N.J.S.A. 18A:12-33; 18A:37-13 et seq.  
**N.J.A.C. 6A:28-4.1**

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# POLICY GUIDE

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[See POLICY ALERT No. 230]

## 2520 INSTRUCTIONAL SUPPLIES

The Board of Education shall **provide** ~~supply each teaching~~ staff members with the supplies; **and** materials; ~~and equipment~~ necessary for the **successful** implementation of the **instructional** ~~approved~~ program and **provide** ~~each~~ students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this ~~p~~Policy such clothing or personal equipment as may be required ~~by the Board~~ for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of **their** ~~his/her~~ financial inability to bear the cost of such clothing, equipment, or materials.

**Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).**

The Superintendent **or designee** shall develop **procedures** ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

**N.J.A.C. 6A:7-1.7**

**N.J.S.A. 18A:34-1**

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

~~Cross reference: Policy Guide No. 5513~~

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# REGULATION GUIDE

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[See POLICY ALERT No. 230]

## R 2520 INSTRUCTIONAL SUPPLIES

### A. Definition

"Supplies" are the consumable materials distributed to teachers and students for the **successful** implementation of the instructional program. ~~"Supplies" include, but are not necessarily limited to, paper, pencils, chalk, erasers, paste, clay, artistic materials, craft paper, markers, string, adhesive tape, scissors, soap, and the like.~~

### B. Supply Procedures

1. **Each staff member will be able to request supplies by submitting a request to the Principal or designee.**
21. Supplies will be kept in a **secure location** ~~supply closet or room in each school building.~~ The **Principal or designee** \_\_\_\_\_ will be responsible to **approve for the request of supplies for their school and staff** ~~content and inventory of the supply closet.~~
2. ~~Each teacher will request supplies each \_\_\_\_\_ by submitting a written request to the Principal. The teacher should request a sufficient quantity of supplies to satisfy the needs of his/her class for at least \_\_\_\_\_ week(s).~~
3. The **staff member's** ~~teacher's~~ request will be **retained by the staff member and the Principal or designee** ~~recorded in the~~ \_\_\_\_\_.
4. At the end of each school year, a record of the **inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee** ~~requested and used in each classroom will be given to the~~ \_\_\_\_\_.
5. The Principal will **encourage** ~~invite~~ all ~~teaching~~ staff members to suggest additional supplies and/or replacements for the supplies **currently** used.



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## C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for ~~the reason of~~ safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards (~~other than color or style~~) and may recommend a suitable **vendor** ~~commercial source~~ for the clothing or equipment.
2. Where a student enrolled in a class or activity in which an **item** ~~product~~ is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the **Principal or designee** \_\_\_\_\_, and the moneys collected will be deposited with the **Business Office** \_\_\_\_\_.
3. Students may be required to provide supplies for their participation in co-curricular activities.
4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph ~~C.Ø~~1., 2., and 3. above.
5. ~~Staff members Teachers~~ shall ~~are advised to~~ report to the **Principal or designee** \_\_\_\_\_ any student who is **suspected of being** unable to pay for the supplies ~~listed above~~.

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# 2624.21 MIDDLE SCHOOL HONORS

## CRITERIA - Regulation

~~Beginning with the 2021-22 School Year~~

### MATHEMATICS COURSES

Students must be enrolled in both Math Honor classes in Middle School. Both classes will be averaged in 6<sup>th</sup> and 7<sup>th</sup> grade to qualify.

#### 6TH GRADE HONORS MATH

A Student qualifies by attaining all three items:

- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Math course.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes a comprehensive Mathematics assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).

#### 7TH GRADE HONORS MATH

If currently in Honors:

- Student attains an assessment average of 83 in 6<sup>th</sup> grade Math Honors courses.
- Student attains a four or five on their Mathematics state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 6<sup>th</sup> Grade Math courses.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes a comprehensive Mathematics assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).

#### 8<sup>TH</sup> GRADE ALGEBRA 1 HONORS OR MATH 8 HONORS/MATH TOPICS HONORS

If currently in Honors:

- Student attains an assessment average of 83 in 7<sup>th</sup> grade Math Honors courses.
- Student attains a four or five on their Mathematics state assessment (if given).
- Students that are in 7<sup>th</sup> grade Honors Math will have the option to be in Algebra 1 or Math 8 Honors

If currently in Non Honors (Students will be placed in Math 8 Honors):

- Student attains an assessment average of 90 in 7<sup>th</sup> Grade Math courses.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes a comprehensive Mathematics assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).

### LANGUAGE ARTS COURSES

Student must be enrolled in both Language Arts Honor Classes in 6<sup>th</sup> and 7<sup>th</sup> Grade. Both classes will be averaged from 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> grades to qualify.

#### HONORS READING/WRITING 6

A Student qualifies by attaining all three items:

- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Reading and Writing courses.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes a comprehensive Language Arts assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).
- ~~Student attains a reading level of V or higher at the end of fifth grade.~~

#### HONORS READING/WRITING 7

If currently in Honors:

- Student attains an assessment average of 83 in 6<sup>th</sup> grade Language Arts Honors courses.
- Student attains a four or five on their Language Arts state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 6<sup>th</sup> Grade Language Arts courses.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes a comprehensive Language Arts assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).

### HONORS LANGUAGE ARTS 8

If currently in Honors:

- Student attains an assessment average of 83 in 7<sup>th</sup> grade Language Arts Honors courses.
- Student attains a four or five on their Language Arts state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 7<sup>th</sup> Grade Language Arts courses.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes a comprehensive Language Arts assessment (Link It Form C with a ~~score of meeting or exceeding~~ passing score).

## SCIENCE COURSES

### HONORS SCIENCE 6

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Mathematics course.
- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Science course.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

### HONORS SCIENCE 7

If currently in Honors:

- Student attains an assessment average of 83 in 6<sup>th</sup> grade Science Honors course.
- Student attains a four or five on their Mathematics state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 6<sup>th</sup> grade Science course.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

### HONORS SCIENCE 8

If currently in Honors:

- Student attains an assessment average of 83 in 7<sup>th</sup> grade Science Honors course.
- Student attains a four or five on their Mathematics state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 7<sup>th</sup> grade Science course.
- Student attains a four or five on their Mathematics state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

## **SOCIAL STUDIES** **COURSES**

### **HONORS SOCIAL STUDIES 6**

A Student qualifies by attaining three out of the four following items:

- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Language Arts courses.
- Student attains an assessment average of 90 in 5<sup>th</sup> Grade Social Studies course.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

### **HONORS SOCIAL STUDIES 7**

If currently in Honors:

- Student attains an assessment average of 83 in 6<sup>th</sup> grade Social Studies Honors course.
- Student attains a four or five on their Language Arts state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 6<sup>th</sup> grade Social Studies course.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

### **HONORS SOCIAL STUDIES 8**

If currently in Honors:

- Student attains an assessment average of 83 in 7<sup>th</sup> grade Social Studies Honors course.
- Student attains a four or five on their Language Arts state assessment (if given).

If currently in Non Honors:

- Student attains an assessment average of 90 in 7<sup>th</sup> grade Social Studies course.
- Student attains a four or five on their Language Arts state assessment (if given).
- Passes comprehensive Language Arts assessment focusing on informational text and writing with a grade of an 80 or higher.

Transfer Students - Placement in honors classes will be based on past academic records and required pre-requisites that have been achieved. A test will be given for a student to qualify into an Honor's class where transcripts do not match with our course.

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TEACHING STAFF MEMBERS

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Use of Corporal Punishment

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[See POLICY ALERT No. 230]

## 3217 USE OF CORPORAL PUNISHMENT

~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of students, even those students whose conduct appears to be open defiance of authority. Each student is protected by law from bodily harm and from offensive bodily touching.~~

**No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:**

- 1. To quell a disturbance, threatening physical injury to others;**
- 2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;**
- 3. For the purpose of self-defense; and**
- 4. For the protection of persons or property;**

**and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.**

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove students from the classroom or school by the lawful procedures established for the suspension and expulsion of students.~~

~~A teaching staff member who:~~

- ~~1. Uses force or fear to discipline a student except as such force or fear may be necessary to quell a disturbance threatening physical~~



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~~injury to others, to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, to act in self-defense, or to protect persons or property;~~

2. ~~Touches a student in an offensive way even though no physical harm is intended;~~

3. ~~Permits students to harm one another by fighting; or~~

4. ~~Punishes students by means that are cruel or unusual;~~

**Any teaching staff member employed by the Board found to have violated this Policy may will be subject to discipline by the this Board and may be dismissed.**

N.J.S.A. 18A:6-1; 18A:37-1

Cross reference: Policy Guide No. 5630

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Use of Corporal Punishment  
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[See POLICY ALERT No. 230]

## 4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;
2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;
3. For the purpose of self-defense; and
4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

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# POLICY GUIDE

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Health Services Personnel  
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[See POLICY ALERT Nos. 178, 204, 209, and 230]

## 5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is **contracted** ~~required by the Board. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The~~ school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) **and Policy and Regulation 5310**;
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education ~~Improvement~~ Act;
3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home ~~or whose parent has identified the school as the medical home for the purpose of a sports physical examination~~;



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4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;
5. Direction for professional duties of other medical staff;
6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;
7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) **and Policy and Regulation 5310**;
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) **and Policy and Regulation 5310**.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational **services** certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and



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Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; ~~and. The certified school nurse shall~~ complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 **and Policy and Regulation 5310** and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and **18A:40A-12 ~~12~~ and Policy and Regulation 5530**;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, **and Policy and Regulation 5308**;
4. Recommending to the ~~school~~ Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the ~~school~~ Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;



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Health Services Personnel

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 **and Policy and Regulation 5330;**
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. ~~Providing~~ Classroom instruction in areas related to health **education**, pursuant to N.J.A.C. 6A:9B-14.3;
11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, ~~for the meeting~~ pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; ~~and~~
16. **Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and**
17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.



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A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse **provided in accordance with the provisions of N.J.A.C. 6A:16-2.3(c).** ~~a~~ The non-certified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.(a.) and **a noncertified nurse** is limited to providing services only as permitted under ~~a~~ the non-certified nurse's license issued by the State Board of Nursing **in accordance with N.J.A.C. 6A:16-2.3(c).**

**N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;  
18A:40-8; 18A:40-10; 18A:40-12; 18A:40-12.6;  
18A:40-12.14; 18A:40-41.7**  
**N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;  
6A:16-2.2; 6A:16-2.3**

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Student Health Records  
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[See POLICY ALERT Nos. 178, 204, and 230]

## 5308 STUDENT HEALTH RECORDS

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 **and N.J.A.C. 6A:32-7**. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records, **whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7** ~~may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~ **Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e).**

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.91 ~~et seq~~ **and N.J.A.C. 6A:32-7.5.**

**Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall**



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**be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.**

~~Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.~~

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Nothing in N.J.A.C. 6A:16-2.4 or in **this** Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

**N.J.S.A. 18A:40-3.4**

N.J.A.C. 6A:16-2.4 ~~et seq.~~; **6A:32-7.1**; 6A:32-7.4 ~~et seq.~~;  
6A:32-7.5 ~~et seq.~~; **6A:32-7.8**

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[See **POLICY ALERT** Nos. 178, 204, and 230]

## R 5308 STUDENT HEALTH RECORDS

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

### A. Mandated Student Health Records

1. The **district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records** ~~following mandated student health records shall be maintained:~~
  - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
  - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

### B. Maintenance **and Security** of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
  - a. Student health records may be stored electronically or in paper format. ~~When records are stored electronically, proper security and backup procedures shall be administered;~~



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(1) **When student health records are stored electronically, proper security and backup procedures shall be administered;**

b. Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l).** ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record; and~~

(1) ~~Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~

c. Student health records shall be accessible during the hours in which the school program is in operation.

## C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

## D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.



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- a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.
- b. Information obtained by the school's alcohol and other drug program ~~that which~~ would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under ~~these~~ conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent, ~~guardian~~, or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

## E. Access to Student Health Records

1. Access to and disclosure of information in the student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g and 34 CFR Part 99, ~~incorporated herein by reference~~, as amended and supplemented, and N.J.A.C. 6A:32-7 – ~~et seq.~~, Student Records.
2. The school district shall provide access to the student health records to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
  - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to ~~those~~ portions of the student's health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy **5308** and **this** Regulation ~~5308~~ shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.54.

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## 5310 HEALTH SERVICES

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness, pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to students in the school setting **by the following authorized individuals in accordance with N.J.A.C. 6A:16-2.1(a)2.** (Policy and Regulation 5330);
  - a. **The school physician;**
  - b. **A certified school nurse or noncertified nurse;**
  - c. **A substitute school nurse employed by the school district;**
  - d. **The student's parent;**
  - e. **A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;**
  - f. **Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and**
  - g. **Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.**
3. The review of Do Not Resuscitate (DNR) orders received from the student's parent or medical home (Policy 5332);





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4. The provision of health services in emergency situations, including:
  - a. The emergency administration of epinephrine via **an epinephrine Epi-pen** auto-injector, pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
  - b. The emergency administration of glucagon, pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);
  - c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);
  - d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);
  - e. The notification to parents of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and
  - f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41b. (Policy and Regulation 5300).
5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5. (Policy 5335);
6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR §1910.1030, ~~Public Employees~~ Occupational Safety and Health ~~Program~~ (PEOSH) Bloodborne Pathogens Standards (Policy and Regulation 7420);



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8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. Self-administration of medication by a student for asthma or other potentially life-threatening **illness or life-threatening** allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed, pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);
10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies~~, diabetes, ~~and asthma, and life-threatening allergies~~ requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3.xii. (Policies and Regulations 5331 and 5338 and Policy 5335); and
11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis, pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting, **pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.**

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

- ~~1. Immunization records shall be reviewed and updated annually, pursuant to N.J.A.C. 8:57 4.1 through 4.24.~~
- ~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57 4, Immunization of Pupils in School.~~



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3. ~~The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health based upon the incidence of tuberculosis or reactor rates in specific communities or population groups, pursuant to N.J.S.A. 18A:40-16.~~
4. ~~The school district shall immediately report by telephone to the health officer of the jurisdiction in which the school is located any communicable diseases identified as reportable, pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed.~~
5. ~~Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location, pursuant to N.J.S.A. 18A:40-12.7.~~
6. ~~Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.~~
7. ~~The findings of required examinations under 8.b., c., d., and e. below shall include the following components:~~
  - a. ~~Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~
  - b. ~~Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~
  - c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~
  - d. ~~Physical examinations.~~
8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~



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- a. ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1.;~~
  - b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2.;~~
  - c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3.;~~
  - d. ~~For the purposes of the comprehensive Child Study Team evaluation, pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4.; and~~
  - e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~
9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~
10. ~~The Board of Education shall make accessible information regarding the New Jersey FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.~~
11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~
12. ~~The Board of Education shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(l).~~



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~~13. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.~~

N.J.S.A. 18A:35-4.8; 18A:40-4 et seq.; 18A:40-12;  
18A:40-12.3; 18A:40-12.5; 18A:40-12.6;  
18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c;  
18A:40-12.6d; 18A:40-12.7; 18A:40-12.11;  
18A:40-12.15; 18A:40-16; 18A:40-23 et seq.;  
18A:40-41a.; 18A:40-41b.

N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

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## R 5310 HEALTH SERVICES

### A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as **either an advanced practice nurse or a nurse practitioner/clinical nurse specialist** from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an ~~e~~Educational ~~s~~Services ~~c~~Certificate, school-nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-~~14~~12.3 and ~~14~~12.4.
3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider’s practice site chosen by the student’s parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education ~~or nonpublic school~~, and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), **resource family foster** parent(s), or ~~parent~~ surrogate(s) **parent(s)** of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.
67. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.



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76. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.

~~7. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.~~

8. School physician – means a physician **currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development** ~~with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district.~~ The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

## B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under **N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G.** below shall include the following components:

- a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
- b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
- c. Health screenings including height, weight, hearing, blood pressure, and vision; and
- d. Physical examinations.



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3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
  - a. In an unlocked location on school property, with an appropriate identifying sign;
  - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
  - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
4. The Board of Education shall make accessible information regarding the **NJ New Jersey** FamilyCare Program to ~~for~~ students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
5. **Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.**
65. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by **their** ~~his/her~~ parents that **such** required examinations interfere with the free exercise of **their** ~~his/her~~ religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or **to determine their fitness under the** ~~influence of alcohol or drugs or is disabled or is fit to participate in~~ any health, safety, or physical education course required by law.
6. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.~~





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C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural **Athletic** Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and** prior to participation on a school-sponsored interscholastic or intramural **athletic** team or squad for students enrolled in any grades six to twelve. ~~The examination shall be conducted within 365 days prior to the first day of official practice session in an athletic season and shall be conducted by a licensed physician, APN, or PA.~~

- a. **The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.**

- b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

- (1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.



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- (a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.
  - (2)b- The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.
  - (3)e- An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.
- c3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

- (1)a. Been advised by a licensed physician, APN, or PA not to participate in a sport;



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- (2)~~b~~. Sustained a concussion, been unconscious; or lost memory from a blow to the head;
- (3)~~e~~. Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4)~~d~~. Fainted or blacked out;
- (5)~~e~~. Experienced chest pains, shortness of breath, or heart racing;
- (6)~~f~~. Had a recent history of fatigue and unusual tiredness;
- (7)~~g~~. Been hospitalized, visited an emergency room, or had a significant medical illness;
- (8)~~h~~. Started or stopped taking any over the counter or prescribed medications; or
- (9)~~i~~. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.

d4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.

e5. The Board ~~of Education~~ **shall** ~~will~~ not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural **athletic** team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.



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f6. The school district shall distribute to a student-athlete and **the student-athlete's** ~~his or her~~ parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.

(1)a. A student-athlete and **the student-athlete's** ~~his or her~~ parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.

(2)b. The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.

(3)e. The Commissioner shall distribute the pamphlet, at no charge, to **the all** school districts ~~and nonpublic schools~~, pursuant to N.J.S.A. 18A:40-41.b.

## D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above** and upon enrollment in school. ~~The school district requires a parent to provide within thirty days of enrollment entry-examination documentation for each student.~~

a. **The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.**

b2. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).



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- c3. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
- d4. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

- 1. Pursuant to N.J.S.A. 34:2-21.7 and 34:2-21.8(3) The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.
- 2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
- 32. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).

F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)

- 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive cChild sStudy tTeam evaluation, pursuant to N.J.A.C. 6A:14-3.4.



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G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 **(N.J.A.C. 6A:16-2.2(h)5.)**

1. **The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.**
21. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
32. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings **(N.J.A.C. 6A:16-2.2(l))**

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.



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4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.
7. **The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.**

Revised (First Reading): April 27, 2023



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Reimbursement of Federal and Other  
Grant Expenditures

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[See POLICY ALERT Nos. 190, 218, and 230]

## 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the **Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act** ~~Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award, or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.





# POLICY GUIDE

## FINANCES

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### Reimbursement of Federal and Other Grant Expenditures

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of the Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report.



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Reimbursement of Federal and Other  
Grant Expenditures

The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended, or will be expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Revised (First Reading): April 27, 2023



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Contracts for Goods or Services Funded by  
Federal Grants

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[See POLICY ALERT Nos. 192, 224, and 230]

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM), accessible at [www.sam.gov](http://www.sam.gov) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.



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Contracts for Goods or Services Funded by  
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Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

**The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed \$25,000, unless the Board chooses a lower threshold.**

**Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.**

2 CFR §200

2 CFR §3485.220

2 CFR §180.210

Revised (First Reading): April 27, 2023



# POLICY GUIDE

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School District Security  
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[See POLICY ALERT Nos. 214, 217, 218, 221, and 230]

## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

**As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.**

The Board shall provide to local law enforcement authorities **critical incident mapping data** ~~a copy of the current blueprints and maps~~ for all schools and school grounds ~~within the school district or nonpublic school~~. In the case of a school building located in a municipality in which there is no municipal police department, **critical incident mapping data** ~~a copy of the blueprints and maps~~ shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised **mapping data** ~~copies~~ to the applicable law enforcement authorities or designated entities any time that there is a change to the **critical incident mapping data** ~~blueprints or maps~~.

**Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.**



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School District Security

**Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.**

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 **and this Policy and Regulation 7440.**

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 **and this Policy and Regulation 7440.** The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 **and this Policy and Regulation 7440.** The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the ~~main~~ building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.



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School District Security

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12;  
18A:41-13; 18A:41-14  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Revised (First Reading): April 27, 2023



# POLICY GUIDE

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Citizens Advisory Committees  
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[See POLICY ALERT No. 230]

## 9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education** encourages ~~success of the school system depends, to a large extent, on open channels of~~ communication between the school **district community** and the community at large. Citizens advisory committees **may be** ~~are particularly~~ useful in keeping the Board ~~of Education~~ and the administration informed with regard to community opinion and in representing the community ~~in the study of specific school problems.~~

The Board may establish **a citizens** advisory committees ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from between the local community and the schools, as permanent~~ committees for funded programs as the law requires; and as the **Board sees fit** need arises.

In creating a new **citizens** advisory committee, the Board **may shall** appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; ~~and appoint~~ one or more Board members; and **school staff members** ~~to serve as ex officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for ~~a preliminary and final report(s) to the Board,~~ and establish a budget, **if needed**. Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory~~ committees shall be made ~~only~~ upon the approval of the **Superintendent**

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.





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Citizens Advisory Committees

Meetings of an **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act **and need not** be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)~~  
~~20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

First Reading: April 27, 2023



## ABOLISHED

### M

#### A. Appointment

-

In order to form the membership of advisory committees to the Board of Education, the President shall:

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1. Appoint residents who are able and interested in the subject and concerned about the schools;

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2. Appoint a chairperson;

-

3. Appoint himself/herself and the Superintendent as ex-officio members of the committee;

-

4. Define the committee assignment in writing;

-

5. Appoint an administrator advisor.

-

#### B. Operation

-

1. All members of the committee, whether elected Board members, residents, or staff employees are intended to have the same rights, participation, and vote.

-

2. The chairperson shall call committee meetings, establish agenda, and provide liaison with staff where necessary.

-

3. It is expected that some committees will meet more often than others in accordance with a schedule determined by its membership.

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4. Meetings of an advisory committee shall not be open to the public.

-

5. A committee chairperson may call a special meeting of his/her committee at any time with due consideration to applicable statutes, rules, and regulations.

-

#### C. Recommendations

-

1. Recommendations of advisory committees shall not reduce the responsibility of the Board, which shall be free to accept or reject the recommendations as it sees fit.

-

2. Members of committees who are not elected Board members may not make decisions nor bind the Board or the school district in matters that are reserved to Board members by law.

- 
3. ~~Matters concerned with individual school district employees or pupils are not appropriate matters for consideration by non-elected members of the committees, but the philosophy, goals, and objectives related to programs, organization, structure, resources, facilities, and finance are.~~

Issued: 20 November 2014

Abolished: April 27, 2023

## 9100 Policy – Public Relations

### **ABOLISHED**

~~The Board of Education directs the implementation of a public relations program to foster the continuing and constructive cooperation of this school district with parent(s) or legal guardian(s); community organizations and institutions, representatives of business and industry, and other members of the community served by the school district.~~

~~-~~

~~The Superintendent shall consult with representatives of the community in the development of educational goals for the district, objectives and standards for the educational program, and the family life education curriculum. The Board encourages the involvement of community members in the governance of the district through advisory committees, in accordance with Policy No. 9140.~~

~~-~~

~~The Board respects the contributions to community life made by business, industry, labor, charitable organizations, cultural institutions, volunteer associations, and other community groups that enrich the educational potential of the community. The Superintendent shall be alert to opportunities for an educational program expanded and enriched by utilization, both within and without the schools, of a diversity of community resources. A file of community resources shall be maintained in each school building.~~

~~-~~

~~The Board directs all district employees to acquaint residents with the work of the schools; to give thoughtful and courteous consideration to all inquiries and suggestions and carefully investigate all complaints; to make parent(s) or legal guardian(s) feel welcome in the school and in the classroom; to cooperate with parent organizations and other groups of residents seeking information or offering assistance to the schools; to treat all pupils with firmness, sensitivity, intelligence, and fairness so as to command their respect and enlist the cooperation of their parent(s) or legal guardian(s); and to work with others in a manner conducive to high morale and meriting the respect of the community.~~

Adopted: 20 November 2014

Abolished: April 27, 2023

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Federal Funds – Duplication of Benefits

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[See **POLICY ALERT No. 230**]

## 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and



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## FINANCES

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### Federal Funds – Duplication of Benefits

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);
2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Revised (First Reading): April 27, 2023



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Federal Awards/Funds Internal Controls –

Allowability of Costs

Mar 23

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[See POLICY ALERT No. 230]

## R 6115.01 FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS

- A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:
1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.
  2. The grant administrator shall complete the following responsibilities for a Federal grant submission:
    - a. Complete the grant application for approval by the Superintendent and the Board of Education;
    - b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;
    - c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and
    - d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.
  3. Upon approval and funding of the Federal grant program, the grant administrator will:



# REGULATION GUIDE

## FINANCES

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### Federal Awards/Funds Internal Controls – Allowability of Costs

- a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;
  - b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and
  - c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.
4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Revised (First Reading): April 27, 2023





## District Regulation

### **5600 - STUDENT DISCIPLINE/CODE OF CONDUCT (M)**

#### **M**

##### **A. Purpose**

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

##### **B. Expectations for Academic Achievement, Behavior, and Attendance**

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

##### **C. Behaviors That May Result in Suspension or Expulsion**

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, 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, any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;

6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

#### D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 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. § 7165, 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, non-liability; 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 other existing Federal and State laws and rules pertaining to student protections.

## E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

### 1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

### 2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

### 3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

#### a. Restitution and Restoration

(1) A student may be required to make restitution for any loss resulting from the student's conduct; or

(2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

#### b. Counseling

(1) A student may be required to consult with school guidance counselors or Child Study Team members.

(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

#### c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

#### d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

### 4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

- a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand

- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

2. Temporary Removal from Classroom

- a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

3. Meeting with School Administration and Parent

- a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

4. Deprivation of Privileges

- a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intra-scholastic activities;
- (3) Attendance at a school-related social or sports activity;

- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

~~7. In-school Suspension~~

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

- 1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

## Pupil Discipline/Code of Conduct – Grades Six through Twelve

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the pre-determined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

### STUDENT DISCIPLINE/CODE OF CONDUCT

Students are expected to comply with Board of Education Policy & Regulation 5600 – STUDENT DISCIPLINE/CODE OF CONDUCT. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in the chart of Student Discipline.

Chart of Student Discipline

Student Infraction	Offense	Action
INSUBORDINATION- Examples of this type of conduct include, but are not limited to:		
Tardiness to Class	1st offense	Teacher's Discretion

Students are expected to be in class on time.	2nd offense & Subsequent offenses	Teacher's Discretion
	Excessive offenses	Issue referred to Administration – Central Detention(s), Saturday Detention(s) and/or Removal of Privileges
Tardiness to School	1-3 offenses 4 <sup>th</sup> 7 <sup>th</sup>  10 <sup>th</sup> 13 <sup>th</sup>  >15	Excused Central Detention 2 Central Detentions Saturday School Saturday School (creation of action plan)  Potential loss of period 1 credit (if action plan is not followed)
Failure to Report to Late Sign-In Table and/or Main Office When Late to School  If for any reason you are late to school and arrive after the first period bell, you are to report directly to the <i>Late Sign-In Table</i> for an admit-to-class slip. If you arrive after the first period bell, you are to bring one slip to the Main Office for an admittance.	Any offense	<i>Depending on Circumstance:</i>  May accrue an unexcused absence from class if not in class for a minimum of 30 minutes  May be deemed to be <i>Cutting Class</i> and subjected to disciplinary action

Failure to Attend Teacher Detention	1st offense	Teacher's Discretion
	2nd offense	Issue referred to Administration - Central Detention
	Subsequent offenses	Issue referred to Administration - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Failure to Attend Saturday Detention without prior approval from the Administration	Any offense	1 Day of In-School Suspension
Chronic Failure to Attend Detention	Any offense	Removal of privileges and/or removal from extracurricular activities outside the school day (including but not limited to sports, field trips, chorus/band concerts, dances and proms). Length/type of removal to be determined by Administrator. Coach and/or advisors will be notified.
Left Class Without Permission (less than 10 minutes)	1st offense  2nd offense & Subsequent offenses	Teacher's Discretion  Refer Issue to Administration - Central Detention; Saturday Detention; and/or Removal of Privileges may occur
Left class without permission (more than 10 minutes)	Any offense	Refer to Administration as Cutting Class



<p>Cutting Class</p> <p>Students are expected to be present for every class in their academic program/schedule.</p> <p>If a pupil misses 10 minutes or more from a class without authorization, this will be considered as a cut. Any cutting in excess of two (2) classes on a given day will be considered truancy. Any quiz/test or classwork missed will result in a grade of "0" with no make-up. If a student loses course credit for cutting, the student must remain in the course to be eligible to make-up credit in summer school. If a student misbehaves he/she will be removed from the course and will have to make it up during the following school year, as summer school credit will not be accepted.</p>	<p>1st offense</p> <p>2nd offense</p> <p>3rd offense</p> <p>4th offense</p> <p>Subsequent</p>	<p>Saturday Detention</p> <p>1-Day In-School Suspension (loss of credit if same course)</p> <p>1-Day Out-of-School Suspension (if same course, loss of credit, removal from course, and loss of summer school credit recovery option)</p> <p>Mandatory 5 day SAP referral (SAP refusal results in OSS)</p> <p>Mandatory 10 day SAP referral (SAP refusal results in OSS)</p>
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<p>Truancy and/or Leaving School Grounds</p> <p>Students are required by law to attend school regularly. By statute, any child who repeatedly is absent without providing proper documentation for an excused absence from school or is found away from school without authorization during school hours and/or whose parent or guardian is unable to cause him/her to attend school shall be deemed to be a juvenile disorderly person and shall be proceeded against as such. A truancy report may be filed with the Bergen County Juvenile Family Crisis Intervention Unit.</p>	<p>1st offense</p> <p>2nd offense</p> <p>Subsequent offenses</p>	<p>1- Day In-School Suspension; Removal of Privileges may occur</p> <p>2- Days In-School Suspension; Removal of Privileges may occur (Loss of credit if same course)</p> <p>2-Days In-School Suspension and Removal of Privileges may occur with Mandatory Parent Conference and/or 5 – 10 Days SAP (Suspension Alternative Program)</p> <p>(SAP refusal results in OSS)</p>
<p>Any unexcused absence can be considered truancy. Any quiz/test or classwork missed will result in a grade of “0” with no make-up.</p>		

<p>Using a Cell Phone, IPOD or any other Electronic Devices (Policy 2363)</p> <p>Intentionally/unintentionally using an electronic device when not permitted. Cell phones may not be used at any time in locker rooms and/or bathrooms. The use of video/picture features on cell phones or watches is strictly prohibited during school hours in the school building. The only exception would be for instructional use that has been pre-approved.</p>	<p>Middle School</p>	<p><i>Student must surrender the device to the school authorities as outlined in BOE Policy 5516. As explained in BOE Policy 5516, the device will be given to the Main Office and will be released to the parent/guardian of the student.</i></p>
<p>The Administration recognizes the importance of cellular phones from an emergency and safety standpoint. However, distractions (phone ringing or vibrating) to the quality of the educational program will not be tolerated. Parents and Guardians are reminded to call the school for any emergency situation and should not attempt to reach students by cell phone during the school day.</p>	<p>1st offense</p>	<p>Issue referred to Administration – Central Detention (phone returned to student at end of the day)</p> <p>Saturday Detention (phone returned to student at end of the day)</p> <p>Saturday Detention</p> <p>1-Day In-School Suspension (phone returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>

<p>No student shall bring or possess a remotely activated paging device on school property without the written permission of the Principal and is only granted to student members of a volunteer fire company or first aid, ambulance or rescue squad on a case-by-case basis.</p> <p>*Students may use Electronic Devices before the start of school (prior to 7:55 A.M.), after school ends (2:39 P.M.), or during Lunch Periods, and/or Study Halls with Teacher Permission.</p>	<p>High School</p> <p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p> <p>Subsequent</p>	<p>Central Detention (electronic device(s) returned to student at end of the day)</p> <p>Saturday School (electronic device(s) returned to student at end of the day)</p> <p>1 Day In-School Suspension (electronic device(s) returned to parent; meeting with VP/Principal to discuss phone privilege in school)</p>
<p>Defying the Authority of a School Administrator</p> <p>Examples may include but are not limited to:</p> <p>Refusal to hand over an electronic device; a hat; or any personal property not permitted in school and/or change clothing when deemed a violation of District's dress code.</p>	<p>Any offense</p>	<p>Minimum 2-Days Out-of-School Suspension and 1-Day In-School Suspension may result</p>

<p>Dress Code Violation (Policy 5511)</p> <p>The Board of Education understands that dress is a reflection of individual taste, and is often part of a person’s identity. Nevertheless, in order to maintain optimum conditions under which learning can take place effectively and safely, the Board of Education must establish guidelines that govern the wearing of any item that materially and substantially interferes with the operation of the school. The Board of Education promulgates the following rules not to produce conformity, but to insure a safe and effective learning environment. At the Hasbrouck</p>	<p>Any offense</p>	<p><i>Student will change clothing. If no clothes available, the parent will be called to provide appropriate clothing.</i></p> <p>Administration’s Discretion</p>
<p>Heights High School District, students are expected to be neat and clean in appearance and to dress in good taste. The following guidelines should be followed:</p> <ol style="list-style-type: none"> <li>1. For health and safety, footwear must be worn at all times.</li> <li>2. Garments designed to be worn as underwear may not be worn as outerwear.</li> <li>3. Hats, bandanas, visors, and all other head coverings are prohibited in the school building (except for religious and medical reasons as approved by the administration).</li> <li>4. Heavy chains, spiked collars or bracelets, and choke collars are not permitted.</li> <li>5. Bare midriffs, strapless or backless garments, tube tops, or any other item of</li> </ol>		

clothing that exposes the torso are prohibited.

6. Skirts, dresses, and shorts should not end higher than mid-thigh.

7. Any clothing or patches that have writing or pictures that include the following are not permitted:

- References to violence and weapons;
- Racist comments;
- Anti-religious references;
- Sexual connotations;
- References to tobacco, alcohol or drugs.

8. Clothing, apparel and/or accessories that may be construed as gang-related are strictly prohibited.

9. Clothing should not be worn that interferes with or disrupts the operation of the school.

No restrictions on student freedom of dress and adornment which are contrary to law and which might violate the rights of an individual student will be imposed.

Eating/Drinking in unauthorized areas (i.e. classroom)	Any offense	Teacher's Discretion
Students in the Hasbrouck Heights High School District are prohibited from bringing food, coffee, tea, soda, juice, or any other drink to school except for bag lunches brought to school in the morning to be consumed during the lunch periods. At no time should food or drink containers be carried around the building during the school day or taken to the classroom, except to be brought to the cafeteria during lunch periods.	Chronic offenses	Refer to Administration
Using an Outside Vendor to Make Deliveries to School	1st offense  Subsequent offenses	Confiscation of delivery – Warning Issued  Confiscation of delivery – Administrative Discretion - Central Detention(s); Saturday Detention(s); In-School Suspension(s); and/or Removal of Privileges
Not Following Procedures when on <i>Restricted</i> Bathroom/Locker Room & Hallway Status  Using the bathroom without a security escort while on restricted bathroom/locker room status or moving about the building without a security escort will be deemed a form of insubordination and subjected to disciplinary action as noted.	1st offense  2nd offense	Renew length of current restriction  Restricted status for the remainder of the school year and/or Removal of Privileges

Refusal to wear a mask	1st offense	Refer to administration Warning given to student Parent Notification (verbal or in writing)
Students are required to wear a mask at all times when in the building, unless doing so would inhibit the student's health. Documentation must be provided by the parent to the school nurse within 3 days of the claim. The documentation provided will be reviewed by the school physician. Submission of the required documentation does not guarantee approval for mask refusal and does not allow immediate non-compliance by the student until the school physician approves the documentation provided.	2nd offense	Refer to administration Central Detention Removal from building learning environment for 3 school days Parent Notification (verbal or in writing)
	3rd offense	Refer to Administration Saturday Detention Removal from building learning environment for 5 school days Parent Meeting Required Meeting with Nurse/SAC/ Counselor
	Subsequent	Refer to Administration ISS-OSS Removal from building learning environment for 10 days Parent Meeting Required Meeting with Nurse/SAC/Counselor
CONDUCT THAT IS DISRUPTIVE AND/OR DISORDERLY-Examples of this type of conduct include, but are not limited to:		
Minor Disruptive/Inappropriate Behavior Behavior that disrupts the learning/school environment	Any offense	Teacher's Discretion



<p>Major Disruptive/Inappropriate Behavior</p> <p>Behavior that may warrant removal from class, school event/program</p> <p>The Hasbrouck Heights High School District believes students are entitled to an education free from undue disruption. Students who are willfully disrupting the educational program of others will not be tolerated.</p>	Any offense	<p>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</p>
<p>Disrespectful to student</p>	Any offense	<p>Refer to Administration - Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In-School Suspension(s); Out-of-School Suspension(s) and/or Removal of Privileges</p>
<p>Disrespect toward School Personnel</p>	Any offense	<p>Refer to Administration- Penalties may vary according to the severity and frequency of the offense:</p> <p>Saturday Detention(s) to Out-of-school Suspension</p>
<p>Disorderly Behavior in Cafeteria</p> <p>Use of the cafeteria is a privilege and is to be considered as such by all who use it. Each student is responsible for keeping the area clean and neat. Students shall discard all leftovers in the</p>	Any offense	<p>Teacher's Discretion and/or Administration's Discretion – One period and/or up to one week or more of Lunch Detentions</p> <p><i>Students will eat lunch in assigned location.</i></p>

proper receptacles. Students are encouraged to recycle and support our school-wide recycling program.		
Use of Offensive Language (verbal/written/gestures)	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense: Admonishment/Reprimand to Out-of-school Suspension and Counseling
Inappropriate Use of Computer  Unacceptable behavior includes, but is not limited to, falsifying credentials; using someone else's credentials; tampering with hardware, software, or supplies; plagiarism of work or files; software piracy; pornographic pictures or messages; any form or act of harassment.	Any offense	Penalties may vary according to the severity and frequency of the offense.  Violations shall be subject to the consequences as indicated in Reg. 2361 and other appropriate discipline which includes but are not limited to: Supervised computer/network privileges Suspension/revocation of computer/network privileges Saturday Detention; In-school Suspension and/or Out-of-School Suspension Expulsion from school and/or legal action
Misuse of Social Media	Any offense	Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  In-school suspension to Out-of-school suspension 1-10 days
Inappropriate physical contact	Any offense	Saturday school to out-of-school suspension
Theft/Stealing/Extortion	Any offense	In-school suspension to out-of-school suspension; restitution, possible police notification

Vandalism	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	1-2 days Out-of-school suspension pending severity 2-4 days Out-of-school suspension pending severity  Police notification, possible charges, restoration at cost to parent
Verbally threatening a staff member	1 <sup>st</sup> offense     2 <sup>nd</sup> offense	3 days Out-of-school suspension; may require psychological evaluation to return to school  10 days Out-of-school suspension; may require psychological evaluation to return to school
Verbally threatening a student		Refer to Administration- Penalties may vary according to the severity and frequency of the offense:  In-school suspension to Out-of- school Suspension
	Any offense	May require psychological evaluation to return to school

<p>Possession or Use of Tobacco/Nicotine Products and/or Possession or Use of Electronic Smoking Devices (Vaping)</p> <p>Smoking or use of tobacco/nicotine products, including electronic devices in school buildings, on school grounds, or on school buses by any student enrolled in the district schools, or any guest of an enrolled student, shall not be permitted. Penalties will be enforced for all violators and apply to all forms of tobacco.</p>	<p>1st offense</p> <p>2nd offense</p>	<p><i>Any student involved in may be subjected to a diagnostic substance screening. Board of Health notification, (NJ Smoke-Free Air Act)</i></p> <p>2 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a marking period. Police notification.</p> <p>4 Days Out-of-School Suspension, 1-Day In- School Suspension and restricted bathroom privileges for a semester. Police notification.</p>
<p>*If a fire alarm is set off because of smoking or vaping, the school will file a complaint with Police.</p>	<p>Subsequent offense</p>	<p>4 Days Out-of-School Suspension, 1-Day In- School Suspension or 5- 10 days SAP (Suspension Alternative Program) and restricted bathroom privileges for the remainder of the school year. Police notification. (SAP refusal results in OSS).</p>
<p>Possession of CDS</p>	<p>1<sup>st</sup> offense</p> <p>2<sup>nd</sup> offense</p>	<p>Out-of-school suspension 3-10 days, SAC referral, substance assessment, police notification</p> <p>Out-of-school suspension 5-10 days, SAC referral, substance assessment, police notification</p>

Use of controlled substance	1 <sup>st</sup> offense	<p>Suspended pending substance assessment; referral to SAC/community agency, police notification</p> <p>3-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service</p>
	2 <sup>nd</sup> offense	<p>Suspended pending substance assessment; referral to SAC/community agency, police notification</p> <p>5-10 days Out-of-school suspension pending positive result; refusal assumes positive result, community service</p>
Sale & Distribution of CDS	Any offense	<p>10 days Out-of-school suspension, pending expulsion meeting with SAC/Administration; police notification</p> <p>Mandatory drug screening per policy/regulation 5530</p>
ACADEMIC DISHONESTY-Examples of such conduct include, but are not limited to:		
Cheating, Plagiarism, Falsifying Sources, Assisting Others in any Form of Academic Dishonesty, etc.	Any offense	<p>Teachers will follow departmental procedures regarding "Cheating". Grade of "0" for assignment. Teacher contacts parent/guardian via phone. Violation is recorded via discipline referral</p>
<p>Examples of Academic Dishonesty include, but are NOT limited to:</p> <ul style="list-style-type: none"> <li>· Copying and submitting work without identifying the source of that work (this is called plagiarism, and includes using material from the</li> </ul>		<p>Parent/Student conference with Teacher and Supervisor if warranted.</p>

Internet without citing the source of the material)

- Providing answers or receiving answers from another student
- Downloading and printing out essays, research papers or “notes” from Internet websites without citing the source
- Copying short response or homework exercises
- Copying another student’s work during a test or quiz
- Using unauthorized notes, electronic devices or other aids during a test or quiz
- Translating text using an electronic language translation program
- Submitting another person’s work as one’s own

Students are expected to complete various assignments in order to demonstrate their mastery of the material being studied. Claiming ownership of another person’s work by submitting that work with your name on it is academically dishonest; it is cheating. Continued instances of cheating may result in a failing grade for the marking period or for the course.

SCHOOL VEHICLE MISCONDUCT & CAMPUS DRIVING MISCONDUCT- Examples of such conduct include, but are not limited to:

Bus Misconduct	1st offense	Discretion of the Administration; Admonishment/Reprimand to Out-of-School Suspension
	Subsequent offenses	Bus suspension (length to be determined- marking period, semester, year)  <i>Police may be notified. The school may file a complaint with the Police. Restitution of damages if warranted.</i>
Driving Dangerously on School Grounds	Any offense	Penalties may vary according to the severity and frequency of the offense
		Suspension of driving privileges on campus/revocation of parking may occur (length to be determined- marking period, semester, year) and disciplinary action  <i>Police notified. The school may file a complaint with the Police.</i>
Parking a Vehicle in an Unauthorized Space	1st offense	Suspension of driving privileges on campus/revocation of parking (length to be determined-marking period, semester, year) and Saturday Detention
	2nd offense & Subsequent offenses	Removal of Privileges and Police notified to issue summons

*Activating Fire Alarm or Extinguisher	Any offense	<p>4 Days Out-of-School Suspension 1-day In- School Suspension</p> <p><i>Police notified. Mandatory Court referral for legal action, which includes a monetary fine.</i></p>
<p>ENGAGE IN CONDUCT THAT IS VIOLENT IN NATURE- Examples of such conduct include, but are not limited to:</p>		
Arson	Any offense	<p>Out-of-School Suspension pending a BOE Suspension Hearing</p> <p><i>Police notified. May require mental health screen for re-entry to school. Mandatory court referral for legal action, which includes a monetary fine.</i></p>
Damaging school property	Any offense	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Saturday Detention; In-school Suspension and/or Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. Restitution of damages.</i></p>



<p>Fighting and/or Assault</p> <p>The Hasbrouck Heights High School District can neither condone the use of violence in any situation, nor be responsible for determining if a violent response was appropriate. Listed below are definitions of specific behaviors that will result in disciplinary action.</p> <p><i>Fighting:</i> Mutual engagement in a physical confrontation that may result in bodily injury to either party</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>3- Days or up to 10-days Out-of-School Suspension</p> <p><i>Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school, (health screen includes psychological and/or substance evaluation(s). Mandate in-school peer conflict and/or anger management counseling.</i></p>
<p><i>Assault:</i> A person attempts to cause or purposely, knowingly, or recklessly causes bodily injury to another.</p>		
<p>Possession of Weapons/Firearms</p> <p>Any dangerous weapons or instrument are prohibited from being brought onto school property. Possession of any kind of weapon or instrument that may be used as a weapon will be addressed appropriately.</p>	<p>Any offense</p>	<p>Out-of-School Suspension up to 10-Days and may Incur a Longer-term Suspension Pending a BOE Suspension Hearing Police notified. The school may file a complaint with Police. May require mental health screen for re-entry to school.</p>

ENGAGE IN CONDUCT THAT ENDANGERS THE SAFETY, MORAL, HEALTH OR WELFARE OF OTHERS-

Examples of such conduct include, but are not limited to:

<p>Breach of Security Procedures</p> <p>For example: Any student causing a breach of security by allowing non-students or visitors into the school building via an exterior doorway will be subject to disciplinary action.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion - Admonishment/Reprimand; Warning issued; Central Detention(s); Saturday Detention(s); In- School Suspension(s); and/or Removal of Privileges</p>
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<p>Violation of Harassment, Intimidation, and Bullying (HIB) Policy Definition from NJSA: 18A:37-14: "Harassment, intimidation or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school property, at any school-sponsored function, on a school bus, or off school grounds as provided for in section 16 of P.L.2010, c.122 (C.18A:37-15.3), that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:</p> <ul style="list-style-type: none"> <li>- A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his person or damage to his property; Has the effect of insulting or demeaning any student or group of students; or</li> <li>· Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.</li> </ul>	<p>1st offense &amp; Subsequent offenses</p>	<p>Determined by the outcome of the investigation. Disciplinary action may include but not limited to: Admonishment/Reprimand; Central Detention(s); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p><i>Police may be notified. The school may file a complaint with the Police. Mandate in-school counseling. May require psychiatric screen for re-entry to school.</i></p>
<p>Gambling</p> <p>Card playing, dice throwing or any similar activity is prohibited on school grounds.</p>	<p>Any offense</p>	<p>Penalties may vary according to the severity and frequency of the offense</p> <p>Administration's Discretion</p>

CUMULATIVE CODE OF CONDUCT INFRACTIONS		
10 Total Discipline Infractions		<p>Possible SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p>
		<p>May include loss of grade level privileges pending nature and severity of infractions, to be determined by VP/Principal</p>
15 Total Discipline Infractions		<p>Possible SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling</p> <p>Results in loss of all grade level privileges for the year</p>

<p>20 Total Discipline Infractions</p>		<p>Mandatory SAP Referral, counseling upon re-entry to district (SAP refusal results in OSS); Saturday Detention(s); In- school Suspension and/or Out-of-School Suspension and Counseling; Long-term suspension</p> <p>Results in loss of all grade level privileges for the year</p>
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ISS/OSS for the year (total incidents)	1st offense	1 Day Suspension from any intra/extra-curricular activities
		3 Day Suspension from any intra/extra-curricular activity
	2nd offense	5 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	3rd offense	10 Day Suspension from any intra/extra-curricular activities (possible loss of grade level privileges for the year)
	4th offense	Indefinite Suspension from any intra/extra-curricular activities, loss of all grade level privileges, possible SAP referral
	5th offense	

## Description of School Responses

School responses to violations of behavioral expectations are listed below:

### 1. Admonishment/Reprimand

A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.

### 2. Temporary Removal from Classroom

- a. The classroom teacher may request a security escort for any student and direct the student report to the office of the administrator in charge of student discipline.
- b. The teacher will complete a referral and disposition form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
- c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.

### 3. Meeting with School Administration and Parent

The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.

### 4. Deprivation of Privileges

Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

1. Moving freely about the school building;
2. Approved late arrival to school and early dismissal from schools;
3. On-campus Parking;
4. Senior/Junior proms;
5. Utilizing bathroom and locker room facilities freely;
6. Spending free time in the cafeteria during lunch;
7. Participation in extra-curricular or inter/intra-scholastic activities;
8. Attendance at a school-related social or sports activity;
9. Participation in a graduation ceremony;
10. Transportation to and from school on a school bus; or

11. Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the student/parent.
- c. A student may be excused from detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another day.
- d. Types of detentions include, but are not limited to:
  1. Teacher's Detention (length of time to be determined by teacher). Detention is served with the teacher.
  2. Central Detention (2:45 PM – 3:15 PM) High School, (2:45 PM – 3:30PM) Middle School
  3. Morning Detention (7:20 AM – 7:50 AM) High School

6. Lunch Detention

- a. A student may be required to report directly to an assigned location for his/her entire lunch period. The Building Principal or designee may assign this lunch detention.
- b. A student assigned to lunch detention may be required to bring his/her lunch to school.
- c. A student will not be permitted in the cafeteria while serving a lunch detention.

7. Saturday Detention

- a. A Saturday detention is held in an assigned area at the high school from 8:00 – 11:00 A.M.
- b. A student may be required to report to school on Saturday for a detention. The Building Principal or designee may assign this Saturday detention.
- c. Transportation to Saturday detention will be the responsibility of the student/parent.
- d. A student may be excused from Saturday detention with prior administrative approval only for an unavoidable commitment previously made; any such excused detention must be made up on another Saturday.

8. In-School Suspension & Intervention Program (ISSIP)

- a. A student may be removed from his/her regular classes and required to report to the In-school Suspension & Intervention Program.
- b. The purpose of this Program is to provide a level of discipline and intervention to address violations of behavioral expectations, which do not warrant an out-of-school suspension. The intervention development activities, counseling, and discussions with staff members that may include teachers, administrators, guidance counselors, student assistance coordinator, and Child Study Team personnel.
- c. ISSIP will begin promptly for all students; including seniors with late arrival and early dismissal at 7:55 A.M. and conclude at 2:39 P.M.
- d. A student assigned to lunch ISSIP may be required to bring his/her lunch to school.
- e. A student will not be permitted in the cafeteria while on ISSIP without staff supervision.



## 9. Grade Adjustment

A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work.

## 10. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.
- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

## 11. Expulsion

- a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
- b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

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### Pupil Discipline/Code of Conduct – Grades Pre-Kindergarten through Five

- Students are expected to follow directions of administrators, teachers and other staff members.
- Students are expected to display that type of behavior, which contributes positively to the overall atmosphere of the school.
- Students are expected to demonstrate respect for staff and other students.
- Students are expected to attend school free of alcohol or illegal drugs.
- Students are expected not to be in possession of or sell alcohol or drugs.
- Students are expected to respect all personal and school property.
- Students are expected to conform to dress code policy.
- Detention is a consequence issued by the Principal for grades 3, 4, and 5 only.
- Any act not listed in this “Infraction Grid” will be handled at the discretion of the Principal.

This list represents the minimum actions to be taken. Penalties may vary according to the severity and frequency of the offenses. Any offenses not listed here shall be dealt with on an individual basis. Age, grade, maturity, and intellectual ability play a major role in student behavior. Every discipline problem is dealt with on a case by case basis, allowing for due process. Due process plays an important role of each infraction and may determine a different outcome other than the predetermined consequences listed below. Clearance from a medical professional may be required before a child is able to return to school as dictated above.

Student Infraction	Offense	Action	Comments
Disruptive Behavior	1 <sup>st</sup> offense	Teacher warning	Subsequent offense may include: ISS/OSS or Alternate Placement
	2 <sup>nd</sup> offense	Teacher must notify parent	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification	
	4 <sup>th</sup> offense		
	5 <sup>th</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention  Referral to the Principal/ Principal's Detention/ Parent Conference	

Littering on School Property	1 <sup>st</sup> offense	Referral to the Principal/Warning	
	2 <sup>nd</sup> offense	Referral to the Principal/ Parent Notification	
	3 <sup>rd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	
Offensive Language/Written/Gestures	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification/ Principal's Detention	
	3 <sup>rd</sup> offense	Referral to the Principal/ Principal's Detention/ Parent Conference	

Inappropriate Physical Contact	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification	Subsequent offense may include: Referral to the Guidance Counselor
	2 <sup>nd</sup> offense	Referral to the Principal/Parent	
	3 <sup>rd</sup> offense	Notification/ Principal's Detention	
		Referral to the Principal/ Principal's Detention Parent Conference	
Insubordination - Refusal to Hand Over Unauthorized Device to School  Personnel/Electronics/cell phone	1 <sup>st</sup> offense	Referral to the Principal/ Parent Notification/	
	2 <sup>nd</sup> offense	Principal's Detention	
	Subsequent	Referral to the Principal/ Principal's Detention/ Parent Conference Referral to the Principal/ISS Parent Conference	

Forging an Official Document	1 <sup>st</sup> offense   2 <sup>nd</sup> offense   3 <sup>rd</sup> offense	Referral to the  Principal/  Parent Notification/  Principal's Detention  Referral to the  Principal/  Principal's Detention/  Parent Conference  Referral to the  Principal/ISS/  Parent Conference	
Theft Personal/School Property	1 <sup>st</sup> offense   2 <sup>nd</sup> offense   Subsequent	Referral to the  Principal/  Parent Notification/  Principal's Detention  Referral to the  Principal/Principal's Detention/  Parent Conference  Referral to the  Principal/ISS/  Parent Conference	Police may be notified at any level of offense

Destruction of Property/ Stealing/Arson/False Alarm	1 <sup>st</sup> offense	Up to 5 Days OSS and Restitution for Damages	Police Contacted/Parent Notification
	2 <sup>nd</sup> and subsequent offense	Up to 10 Days OSS and restitution for damages	
Vandalism/Graffiti	1 <sup>st</sup> offense	Referral to the Principal/  Parent Notification/  Principal's Detention	Police may be notified at any level of offense  Possible Restitution.
	2 <sup>nd</sup> offense	Referral to the Principal/ISS/  Parent Conference	
Verbally Threatening a Staff Member	1 <sup>st</sup> offense	Referral to the Principal and  Guidance Counselor/ISS/	Police may be notified at any level of offense
	2 <sup>nd</sup> offense	Parent Conference  Referral to the Principal and Guidance Counselor/OSS/  Parent Conference	Subsequent offense may include: Alternate Placement

Fighting	Any offense	Referral to the Principal and Guidance Counselor/ISS/ Parent Conference	<p>If definite self-defense is proven, only the instigator may be punished.</p> <p>Police may be notified.</p> <p>Subsequent offense may include: OSS or Alternative Placement</p>
Possession of CDS	Any offense	Indefinite suspension pending assessment and referral to S.A.C.	<p>Police will be notified.</p> <p>Subsequent offense may include:</p> <p>Alternative Placement</p>
Sale and Distribution of CDS	Any offense	<p>May include:</p> <p>10 Day OSS/</p> <p>Expulsion</p> <p>Referral to S.A.C.</p> <p>Referral to Community Agency</p> <p>Referral to CST</p> <p>Police will be notified</p>	<p>Seller of drugs and/or controlled dangerous substances while on school property or at school-</p> <p>sponsored events, are to be suspended immediately pending an expulsions hearing.</p>

Use of Controlled Substance/Possession/Alcohol	1 <sup>st</sup> offense	Suspended pending assessment and  Referral to S.A.C.	Police will be notified
	2 <sup>nd</sup> offense	10 Days OSS and Referral to S.A.C.	Subsequent offense may include:  Alternative Placement
Dress Code Violation  (Making appropriate changes may require students to leave school with parental consent)	All	Referral to the Principal/  Parent Notification/  Removal from class until change of clothes is available	
	Subsequent	Warning   Principal's Detention	
Smoking	1 <sup>st</sup> offense	Referral to the Principal/Parent Notification/Principal's Detention	Police may be notified.  Possible referral to the SAC
	2 <sup>nd</sup> offense	Referral to the Principal/  Principal's Detention/	
	3 <sup>rd</sup> offense	Parent Conference  Referral to the Principal/ISS/  Parent Conference	



Leaving School Grounds without Permission	Any offense	Police will be notified Referral to the Principal/ISS Parent Conference	Subsequent offense may include:  Alternative Placement
Weapons/Fire-arms/Zero Tolerance	Any offense	Up to 10 Days OSS/ Parents notification/ Police complaint filed	Police charges may be filed.  Possible Alternative Placement
Tardy for School		Please refer to the Elementary  School K – 5 Absences and Excuses section above	Referral to the Intervention and Referral Services Committee
Cutting Detention	1 <sup>st</sup> offense  2 <sup>nd</sup> offense	Referral to the Principal/Parent Notification/2 Principal's Detentions  Referral to the Principal/  2 Principal's Detentions/Parent Conference	Subsequent offense may include: ISS and/or OSS
Harassment/Intimidation/ Bullying (HIB)		As indicated in Policy	

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

#### I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

#### J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.

2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

3. The parent will be notified of the student's reported conduct.

4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.

5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
  - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.
  - b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.
4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

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