

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT  
REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days **of the arrest or indictment** in accordance with the provisions of N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. ~~6A:9-17.5~~ **6A:9B-4.4**. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization **that is mandated** pursuant to N.J.A.C. ~~6A:9-4.1(b)~~ **6A:9B** ~~that is mandated in order~~ for the holder to serve in a position;
4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ;  
or
5. The Superintendent has received a report from the ~~Division of Youth and Family Services (DYFS)~~ **Department of Children and Families** substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**; **6A:9B-4.4** ~~6A:9-17.4~~

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### 3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be consideration for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.

N.J.A.C. ~~6A:9-5.19~~ **6A:9B-5.16**

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3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS  
AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. ~~6A:9-8, 10, 11, and 13~~ **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. ~~6A:9-12~~ **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. ~~6A:9-15.1~~ **6A:9C-4.1** et seq.

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. ~~6A:9-3~~ **6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. ~~6A:9-15.4(e)~~ **6A:9C-4.4(c)**.

**District-level and School-level** professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. ~~6A:9-15.5~~ **6A:9C-4.2**. ~~District-level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. ~~6A:9-15.7 and 15.8~~ **6A:9C-4.3**.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. ~~6A:9-15.9~~ **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. ~~6A:9-15~~ **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; **6A:9B-12**; ~~6A:9-15.1 et seq.~~

**6A:9C-3.3; 6A:9C-4.1 et seq.; 6A:9C-8 through 11 and 13**

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R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A. **Definitions (N.J.A.C. 6A:9C-2.1)**

1. **The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.**

BA. **Components of Professional Development – Definition (N.J.A.C. 6A:9-15.2 6A:9C-3.2)**

1. Professional development shall **align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for** ~~be comprised of professional learning in N.J.A.C. 6A:9C-3.3, opportunities aligned with student learning and educator development needs;~~ and school, school district, and/or State improvement goals.
- ~~2. Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall **encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, include participation in** the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
  - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
  - b. Defining a clear set of educator learning goals based on the rigorous analysis of ~~these data~~ **on student performance.**
34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
45. Professional ~~learning development~~ may be supported by external expert assistance or additional activities that:
  - a. Address defined student and educator learning goals;

- b. Advance primarily ongoing school-based professional **learning development**; and
- c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.

~~6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~

**CB. Standards for Professional Learning (N.J.A.C. ~~6A:9-15.3~~ 6A:9C-3.3)**

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
  - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
  - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;
  - c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
  - d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
  - e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
  - f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
  - g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.
- ~~2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

DC. Requirements for **and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation** (N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**)

1. ~~To meet the professional development requirement,~~ Each teacher shall be guided by an individualized Professional Development Plan (PDP), **pursuant to N.J.S.A. 18A:6-128.a**, which shall include at least twenty hours per year of qualifying ~~experiences activities~~. The twenty-hour annual requirement shall be **based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including reduced by a pro rata share reflecting the use of family or medical leave.**
2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**.
3. The **individual** PDP shall be effective for one year, **updated annually, and modified during the year, as necessary, and** shall specify, at least a minimum:
  - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
  - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual, aligned to the teacher's role as a member of his or her collaborative professional learning team, school, or school district improvement goals in accordance with N.J.A.C. ~~6A:9-15.2;~~**
  - c. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. ~~6A:9-15.5~~ **6A:9C-4.2** and 15.6; and~~
  - d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. ~~The P~~**Progress of on the individual PDP shall be discussed at the annual summary conference, pursuant to N.J.A.C. 6A:10-2.4, but may occur more frequently throughout the year each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.**
5. **Evidence of p**Progress toward meeting the requirements of the teacher's ~~on the individual~~ PDP may be provided by the teacher and/or his or her



**supervisor, and shall be reviewed as part of each annual summary conference** ~~must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.~~

~~6. Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~

~~7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~

**68.** All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.

~~9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~

**710.** A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. ~~6A:9-15~~ **6A:9C-4 et seq.**

**811.** Additional hours of qualifying **experiences** ~~activities~~ may be required for teachers in low-performing schools, as determined by the Commissioner of Education.

**9. The teacher's designated supervisor shall:**

**a. Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**

**b. Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.**

10. **If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.**

**ED. Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. ~~6A:9-15.5~~ 6A:9C-4.2)**

1. The Principal shall oversee the development and implementation of a plan for school-level professional development **and shall ensure:**
  - a2. The school-level professional development plan ~~shall~~ includes a description of school-level and team-based professional learning aligned with identified school goals, and **includes** teacher and student learning needs; **and**
  - b. **All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).**
23. The school-level plan shall become part of the **school district plan for** ~~district's~~ professional development **plan overseen and** reviewed by the **Superintendent of Schools Board of Education** pursuant to N.J.A.C. ~~6A:9-15.6~~.
4. ~~The school level professional development plan shall go into effect for the 2013-2014 school year.~~
5. ~~The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. ~~6A:9-15.4(a)~~.~~

**FE. Requirements for District-Level Plans for Professional Development Planning and Implementation (N.J.A.C. ~~6A:9-15.6~~ 6A:9C-4.2)**

1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
21. The Superintendent of Schools or designee shall oversee the development and implementation of **the school district** plans to address the school

district's professional development needs **and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.** ~~School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.~~

32. **When overseeing and reviewing the school district plan, the Superintendent or designee** ~~The Superintendent shall:~~
  - a. Review school-level professional development plans;
  - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
  - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; and
  - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS,** ~~new teachers~~ in accordance with N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.3**;
  - e. **Present the plan to the Board of Education to review for fiscal impact; and**
  - f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
- ~~3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
- ~~4. The school district plan shall provide information on school level and district wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~

5. ~~The school district plan shall include any professional development required by statute or regulation.~~
6. ~~The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~

**GF. Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)**

1. ~~The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~
2. ~~The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~
13. **Each school leader** ~~The Superintendent, Principals, and Supervisors shall create, implement, and complete an fulfill the professional development requirement through the creation, implementation, and completion of a individual professional development plan PDP that:~~
  - a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3 **6A:9C-3.3**;
  - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors~~;
  - c. Identifies professional **learning** goals that address specific individual, school, or school district goals; ~~and~~
  - d. Grounds professional **learning** ~~development activities~~ in objectives related to improving teaching, learning, and student achievement, and **aligns to the** ~~in support of the school and/or school district plan~~ **for professional development plan**; ~~and~~
  - e. **Includes training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.**

- 2. The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**

  - a. The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.**
  - b. The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.**
  - c. The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.**
  
- 3. Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:**

  - a. Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;**
  - b. Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and**
  - c. Review the individual PDP's status as part of the Principal's, supervisor's, or other school leader's annual performance evaluation.**
  
- 4. The school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall:**

- a. **Use the performance evaluation process and professional development planning process to monitor the school leader's progress in meeting the professional development requirements. If a school leader's progress is found to be inadequate, the school leader's designated supervisor or the Board shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**
  - b. **Maintain accurate records of each school leader's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3. Such records shall include a copy of each school leader's current PDP and timeline, as well as any documentation and evidence showing the school leader's progress toward meeting the plan's requirements.**
5. **If a school leader leaves the employ of one New Jersey school district and is hired by another, the school leader's designated supervisor, or the Board of Education in the case of the Superintendent, shall ensure a revised individual PDP appropriate to the new assignment is developed in collaboration with the school leader.**
- ~~4. Each active school leader shall be required to provide evidence of progress toward fulfillment of his or her plan. Evidence shall include:~~
  - ~~a. A narrative account detailing plan goals and their achievement; and~~
  - ~~b. Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.~~
- ~~5. Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
- ~~6. Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
- ~~7. The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school~~

~~administrators at mid year to assess progress toward completion or modification of the plan.~~

~~8. The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.~~

~~9. The Superintendent shall develop a professional development plan for review by the Board of Education.~~

~~10. The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~

~~11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~

~~G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)~~

~~1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~

~~H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)~~

~~1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans. monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.~~

~~2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~

3. ~~To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~
4. ~~It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~
5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~
6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~
7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~
8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~

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# ABOLISHED

## 3244 IN-SERVICE TRAINING

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district wide and school-wide programs as well as individual personal improvement programs.~~

~~The Superintendent shall plan and present to the Board a program of in-service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report \_\_\_\_\_ (monthly, annually, periodically, other) to the Board on the conduct of the in-service training program and the results of its evaluation.~~

N.J.A.C. 6A:9-15.1 et seq.

Revised (First Reading) : July 21, 2016

Revised (Second Reading): August 25, 2016

# ABOLISHED

## R 3244 IN SERVICE TRAINING

~~In-service programs shall be the responsibility of the \_\_\_\_\_.~~ He/She shall solicit from teachers and staff input on the need for in-service instruction and shall develop an appropriate program, establish a schedule and notify the appropriate individuals and inform the Superintendent of Schools, who shall apprise the Board of Education regarding the in-service program for teachers and staff.

~~N.J.A.C. 6:8-2.8(a)4~~

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Revised (Second Reading): August 25, 2016

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT  
REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3**.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

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Revised (Second Reading): August 25, 2016

## 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 required. 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 district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

The school physician 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);
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;
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 reissued 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);
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).

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 certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. ~~6A:9-13.3 or 13.4~~ **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 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.

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 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 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
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;
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;
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 pursuant to N.J.A.C. ~~6A:9-13.3~~ **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 plan and the individualized emergency healthcare plan 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. 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.

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:9-13.4~~ **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 in accordance with the provisions of N.J.A.C. 6A:16-2.3(c). 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 is limited to providing services only as permitted under the non-certified nurse's license issued by the State Board of Nursing.

N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**; ~~6A:9-13.4~~ **6A:9B-14.4**; 6A:16-2.3

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. “Medication” means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. “Administration” means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. “Self-administration” means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. “Life-threatening illness” means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. “A pre-filled auto-injector mechanism containing epinephrine” is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. “Noncertified school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. “Substitute school nurse” means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. ~~6A:9-6.5(i)~~ **6A:9B-7.6**.
8. “School physician” means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. “Advanced practice nurse” means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.



10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate with a school nurse** endorsement; ~~school nurse~~; or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. ~~6A:9-13.3 and 13.4~~ **6A:9B-14.3 and 14.4**.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
  - a. The student's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the student for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse

and the school physician in making his/her final determination to allow or deny the request.

- a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
- b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.

### C. Administration of Epinephrine to Students

1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
  - a. The parent provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.
  - b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
  - c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
  - d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.

- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.
- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A.18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
  - a. The student's name;
  - b. The name of the medication;
  - c. The purpose of its administration to the student for whom the medication is intended;
  - d. The proper timing and dosage of medication;
  - e. Any possible side effects of the medication;
  - f. The time when the medication will be discontinued;
  - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
  - h. A statement the medication must be administered during the school day or the student would not be able to attend school.
3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
  - a. The request will be signed by the Principal and given to the school nurse and the student's parent;

- b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.

E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
  - a. All medications must be delivered to the school by the parent.
  - b. All medications must be in the original container, with the prescription information affixed.
  - c. The school nurse shall be custodian of students' medication, which will be properly secured.
  - d. Any unused medication must be picked up by the student's parent.
  - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
  - a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
  - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
  - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name,

dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

- d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.
- e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

#### F. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been 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.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.

## G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.

## H. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

## I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.

2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

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## 5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, “dyslexia” **means** is a specific learning disability that is ~~neurological~~ **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, “potential indicators of dyslexia or other reading disabilities” means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. ~~6A:9 et seq~~ **6A:9C et seq**. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4;  
18A:6-131

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## 5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self-destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent(s) ~~or legal guardian(s)~~ and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) ~~or legal guardian(s)~~ objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency** ~~New Jersey Division of Youth and Family Services~~ to request that agency's intervention on the student's behalf.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**, every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112  
N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**

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## R 5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

### A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Loss of economic resources.

### B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.

2. The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent(s) or legal guardian(s), in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~ in accordance with Policy No. 8462.
4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
  - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
  - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
  - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
  - d. Whether the student has considered alternative courses of action to resolve his/her problems.
5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:
  - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
  - b. Refer the student to the Child Study Team for comprehensive evaluation,
  - c. Notify the student's parent(s) or legal guardian(s) immediately and strongly recommend consultation with a licensed mental health professional or agency,

- d. Request the parent(s) ~~or legal guardian(s)~~ to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
  7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent(s) ~~or legal guardian(s)~~ has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
  8. If the student's parent(s) ~~or legal guardian(s)~~ does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~.
- C. Response to Suicide Attempt
1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
  2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
  3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.
- D. Prevention of Suicide Contagion
1. All district Principals will be promptly informed when a student of this district commits suicide.
  2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
  3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.

4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.
5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.
6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.
7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.
8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
  - a. Preventing glorification or romanticization of the suicide,
  - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
  - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
  - d. Discussing ways of handling depression and anxiety without resort to self-destruction.
9. Students who were close to the victim, and their parent(s) ~~or legal guardian(s)~~, shall be offered special counseling services and notified of available community mental health services.

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

## 5460 HIGH SCHOOL GRADUATION

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

### A. High School Graduation Requirements

A graduating student must have earned a minimum of 130 credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. 20 credits in language arts literacy aligned to grade nine through twelve standards;
2. 20 credits in mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) including geometry or the content equivalent ~~effective with the 2010-2011 grade nine class~~; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21<sup>st</sup> century careers ~~effective with the 2012-2013 grade nine class~~;
3. 15 credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;
4. 15 credits in science, including at least five credits in laboratory biology/life science or the content equivalent ~~effective with the 2008-2009 grade nine class~~; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics ~~effective with the 2010-2011 grade nine class~~; and one additional laboratory/inquiry-based science course ~~effective with 2012-2013 grade nine class~~;
5. 5 credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;
6. 5 credits in visual and performing arts;
7. 5 credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);
8. 2.5 credits in financial, economic, business, and entrepreneurial literacy; ~~effective with 2010-2011 grade nine class~~;
9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;



10. 5 credits in 21<sup>st</sup> century life and careers, or career-technical education; and
11. Electives as determined by the high school program sufficient to total a minimum of 130 credits.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the Core Curriculum Content Standards.
  - a. Individualized student learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:
    - (1) Independent study;
    - (2) Online learning;
    - (3) Work-based programs, internships, apprenticeships;
    - (4) Study abroad programs;
    - (5) Student exchange programs; and
    - (6) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
  - b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:
    - (1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;
    - (2) Include demonstration of student competency;
    - (3) Be certified for completion based on the district process adopted according to 2. below; and
    - (4) Be on file in the school district and subject to review by the Commissioner or designee.
  - c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards

shall be permitted and shall be approved in the same manner as other approved courses.

2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.
    - a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.
    - b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:
      - (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;
      - (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or
      - (3) Department-approved locally designed competency-based assessments.
  3. The district shall establish a process to approve post-secondary learning opportunities that may consist of:

Advanced Placement (AP) courses;

the College-Level Examination Program (CLEP); or

concurrent/dual enrollment at accredited higher education institutions.
- a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation 5200;
2. Other requirements established by the Board of Education as indicated below:

Community Service – 40 hours

3. Any statutorily mandated requirements for earning a high school diploma; and
4. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, ~~and 2018~~, **and 2019**.
2. Students in the classes of 2016, 2017, ~~and 2018~~, **and 2019** will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.
3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.
4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, ~~and 2018~~, **and 2019**, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:
  - a. English Language Arts
    - ~~Passing score on a~~ PARCC ELA Grade 9  $\geq$  **750 (Level 4)**; or
    - ~~Passing score on a~~ PARCC ELA Grade 10  $\geq$  **750 (Level 4)**; or
    - ~~Passing score on a~~ PARCC ELA Grade 11  $\geq$  **725 (Level 3)**; or
    - **Prior to 3/1/16 SAT Critical Reading  $\geq$  400; or**

- **3/1/16 or later SAT Evidence-Based Reading and Writing Section**  
**>= 450 OR SAT Reading Test >= 22; or**
- **ACT Reading or ACT PLAN Reading >= 16; or**
- **Accuplacer Write Placer >= 6; or**
- **Accuplacer Write Placer ESL >= 4; or**
- **PSAT10 Reading or PSAT/NMSQT Reading\* >= 40; or**
- **PSAT10 Reading or PSAT/NMSQT Reading\*\* >= 22; or**
- **ACT Aspire Reading >= 422; or**
- **ASVAB – AFQT Composite >= 31; or**
- **Meet the Ceriteria of the NJDOE Portfolio Appeal**

b. Mathematics

- ~~Passing score on a PARCC Algebra I >= 750 (Level 4); or~~
- ~~Passing score on a PARCC Geometry >= 725 (Level 3); or~~
- ~~Passing score on a PARCC Algebra II >= 725 (Level 3); or~~
- **Prior to 3/1/16 SAT Math >= 400; or**
- **3/1/16 or later SAT Math Section >= 440 OR SAT Math Test >= 22**
- **ACT or ACT PLAN Math >= 16; or**
- **Accuplacer Elementary Algebra >= 76; or**
- **PSAT10 Math or PSAT/NMSQT Math\* >= 40; or**
- **PSAT10 Math or PSAT/NMSQT Math\*\* >= 22; or**
- **ACT Aspire Math >= 422; or**
- **ASVAB – AFQT Composite >= 31; or**
- **Meet the Ceriteria of the NJDOE Portfolio Appeal**

**Note: \* PSAT taken prior to October 2015; \*\* PSAT taken after October 2015.**

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. Students with Disabilities

1. Through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.
  - a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.
  - b. The district shall develop and implement procedures for assessing whether a student with a disability has met any alternate requirements for graduation individually determined in an IEP.
2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student

shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.

- a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.
3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.
4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.
5. When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

#### F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.
2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.
  - a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.
  - b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements. Upon certification of meeting these requirements, a State-endorsed diploma shall be granted by the high school of record.

3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).
4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student formally requesting an early award of the diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) and Board Policy 5465.

G. Notification

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.

- I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy and requirements are revised.

N.J.S.A. 18A:7C-1 et seq.; 18A:35-1;

18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

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## 5511 DRESS CODE

A pupil's appearance or mode of dress or cleanliness will not be permitted to disrupt the educational progress or constitute a threat to health and/or safety.

Staff members will be required to alert pupils of the dress code requirements and enforce the provisions:

### A. General Rules

1. Pupils are expected to be clean and well groomed in their appearance.
2. Pupils are expected to avoid extremes in appearance that are so disruptive or distracting that the reaction of other pupils is beyond normal control.
3. Dress or grooming that jeopardizes the health or safety of the pupil or of other pupils or is injurious to school property will not be tolerated.
4. Pupils are expected to wear clothing that conforms to community standards.
5. Pupils are expected to adhere to standards of cleanliness and dress that are compatible with the requirements of a good school environment.

### B. Prohibited Clothing and Articles

The following garments and articles are prohibited in school and at school-sponsored indoor events:

1. Extremely low-cut, tight fitting or transparent clothes, bare midriffs, and suggestive clothing.
2. Bare feet, unsafe footwear, cleated shoes, shower sandals/flip flops. Hard soled sandals are permissible.
3. Patches and decorations that are offensive or obscene
4. Clothing that is overly soiled, torn, worn, or defaced.
5. Clothing, apparel and/or accessories which indicate affiliation with any gang associated with criminal activity or have references to alcohol or tobacco, including affiliations with drinking establishments.
6. Clothing containing profanity or sexual references or innuendoes.
7. Clothing which includes racial or ethnic violence.

8. Hats/bandannas/sweat and head bands/hoods - All head wear shall be removed when entering the building and appropriately stored in lockers or coat closets.
9. Sunglasses (unless prescription with doctor's note) – worn or carried.
10. Visible undergarments.
11. Revealing shirts, blouses, shorts, or skirts.
12. Sleeveless shirts with less than three inches in width of material on shoulder straps – Grades Kindergarten – Five.
13. Sleeveless Basketball type jerseys are permissible.
14. Pajamas, slippers, boxer shorts – except during approved pajama days.
15. Outerwear worn indoors. All outerwear shall be appropriately stored in lockers or coat closets.
16. Skirts/dresses, above fingertip length.
17. Pants/shorts worn below the hip.
18. “Skin tight” shirts, skirts or pants.
19. Ornamental decals, if they reflect a lack of modesty or lack of adherence to Federal law.
20. Shorts or skirts that do not extend to the mid-thigh of the legs.

Military insignia is prohibited by Federal law.

~~Shorts may only be worn from September 1 to November 15 and from April 1 to the close of school. Dresses, skirts or shorts must be appropriate in length. The Principal or his/her designee will determine appropriate length. The Principal or his/her designee may extend these dates on a day to day basis if weather becomes unseasonably hot.~~

#### Clothing Trends, Fashion Changes

In the opinion of the Student Council, when apparel changes, due to fashion and/or current trends, that might be in conflict with any of the attire restrictions, they may petition the Board of Education via the Principal and Superintendent to have the particular item approved. Such a request must be made before the beginning of the school year.

Physical Education Dress - Grades Kindergarten - Six



- Attire must be appropriate for physical education activities and non-restrictive.
- Footwear is limited to sneakers only.
- Sweatshirts and sweatpants are acceptable, especially during the fall and spring, when pupils are outdoors.
- Any ornamental accessories, jewelry (including earrings) are prohibited.

#### Physical Education Dress - Grades Nine - Twelve

- Attire must be appropriate for physical education activities and non-restrictive.
- Pupils must wear the following attire: white, black, orange or gray T-shirt, shorts, sweats. Sweatpants and sweatshirts are recommended for outdoor activities. Clothing must be free of any logos, team names, etc. except for the school's name.
- Hasbrouck Heights Athletic Department issued clothing is not acceptable.
- Footwear is limited to sneakers only.
- Any ornamental accessories, jewelry (including earrings) are prohibited.
- Apparel which is used for physical education classes may not be worn in regular academic classrooms including art, music or industrial art classes.

#### Enforcement

1. Staff members will report perceived violations of the dress code to the Principal or his/her designee, who will interpret and apply the code.
2. Pupils who publicly represent the school or a school or a school organization at an activity away from the school district are required to dress in full accordance with the reasonable expectations of the staff member in charge of the activity. Pupils unwilling to comply with this requirement will disqualify themselves from participation.
3. Pupils will not be permitted to attend a school-related function, such as a field trip, after-school activity unless they are attired and groomed in accordance with this dress code.
4. **Excessive violations of the dress code policy may result in disciplinary action.**

When in the judgment of a Principal or his/her designee, the pupil's appearance or mode of dress disrupts the educational process, or constitutes a threat to health and safety, the pupil may be required to make modifications.

Consequences For Non-Compliance – See Code of Conduct (R5600)

The Principal or his/her designee is responsible for determining the appropriateness of a pupil's attire. If a pupil is determined to be in violation of the Board policy on dress and grooming, his/her parent(s) or legal guardian(s) will be called and the pupil will be sent home to change. If it is not feasible to send the pupil home, he/she will be in school and excluded from attending classes for the remainder of the session or until appropriate attire can be brought to the school. The pupil must report to the Principal or his/her designee at the beginning of the next session prior to readmission. Any time lost due to the violation of this policy will count as an unexcused absence.

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# ABOLISHED

## R 5514 STUDENT USE OF VEHICLES

### A. ~~Use of Bicycles~~

The use of bicycles for travel to and from school by students in grades \_\_\_\_\_ through \_\_\_\_\_ is permitted in accordance with Policy No. 5514 and the following rules:

1. ~~Bicycles must be in sound condition and equipped with:~~
  - a. ~~A rear reflector;~~
  - b. ~~A bell or other signaling device other than a siren or whistle;~~
  - c. ~~Brakes;~~
  - d. ~~A lock and chain; and~~
  - e. ~~If the bicycle will be used after dark, a white front lamp and red rear lamp, each visible from at least 500 feet.~~
2. ~~The operator may not permit a second person to ride on the bicycle with him/her.~~
3. ~~The operator will keep his/her hands on the handlebars and feet on the pedals while the bicycle is being operated on the street.~~
4. ~~The operator will not "hitch" a ride on any moving vehicle.~~
5. ~~The operator will walk the bicycle while on school premises.~~
6. ~~The operator will store his/her bicycle in a rack provided at the school. Students are advised to keep bicycles locked when not in use.~~
7. ~~The operator will wear a biker's helmet.~~

### **Optional**

~~(If Roller Skates/Blades and/or Skate Boards Permitted in Policy)~~

### ~~Use of Roller Skates/Blades and/or Skate Boards~~

~~The use of roller skates/blades and/or skateboards for travel to and from school by students in grades \_\_\_\_\_ through \_\_\_\_\_ is permitted in accordance with Policy No. 5514 and the following rules:~~

1. ~~Roller skates/blades and/or skateboards must be in sound condition.~~
2. ~~The operator may not permit a second person to ride on the roller skates/blades and/or skateboards with him/her.~~

- ~~3. The operator will walk the skateboard while on school premises and remove roller skates/blades before entering the school building.~~
- ~~4. The operator will store his/her roller skates/blades and/or skateboards in their school locker or other designated location in the school.~~
- ~~5. The operator will wear a properly fitted and fastened helmet which meets the standards determined by State law. The parent(s) or legal guardian(s) may be fined in accordance with State law for their child under the age of 14 years old for failing to wear an approved helmet while operating a roller skates/blades and/or skateboards.]~~

### **Optional**

~~{6. Helmets must be worn by persons fourteen years of age and under.}~~

### **B. Permission to Ride a Bicycle**

- ~~1. Students will obtain a permission slip from the school office.~~
- ~~2. Permission slips must be signed by a parent(s) or legal guardian(s) and returned to the school office.~~
- ~~3. Permission slips will be retained on file by the school office.~~

### **Optional**

~~{Permission to Use Roller Skates/Blades and/or Skate Boards~~

- ~~1. Students will obtain a permission slip from the school office.~~
- ~~2. Permission slips must be signed by a parent(s) or legal guardian(s) and returned to the school office.~~
- ~~3. Permission slips will be retained on file by the school office.]~~

### **C. Use of Automobiles**

~~The use of automobiles for travel to and from school by students who have attained the legal age to drive independently is permitted in accordance with Policy No. 5514 and the following rules:~~

- ~~1. Automobiles must be registered and inspected by the State of New Jersey and properly insured.~~
- ~~2. Automobiles must be registered in the office of the Principal in accordance with paragraph D.~~
- ~~3. No student may operate or park an automobile on school premises during the school day without a sticker issued and affixed in accordance with paragraph D5.~~
- ~~4. A student who drives an automobile to and from school may transport only other members of his/her family, except with the express permission of the Principal.~~

5. ~~Automobiles must be parked in the parking area provided at the school building; students' automobiles must not be parked or left standing in fire zones or in areas designated for staff and visitor parking.~~
6. ~~Permission for the use of an automobile is granted only for travel to and from school. The use of the automobile by students participating in field trips, sports events, performances, and out-of-school instructional assignments is permitted only with the express permission of the Principal.~~
7. ~~Once parked, an automobile may be visited during the school day only with the permission of the Principal.~~
8. ~~Driving on school grounds must not exceed \_\_\_\_\_ (number not to exceed 15) miles per hour. Automobiles must be driven with caution at all times.~~
9. ~~Any accident involving an automobile registered with the Principal, occurring anywhere, must be promptly reported to the \_\_\_\_\_.~~

D. ~~Permission to Operate an Automobile~~

1. ~~The parent(s) or legal guardian(s) of the student or adult student seeking permission to drive an automobile to and from school must submit written application for permission to the \_\_\_\_\_. The application will include:~~
  - a. ~~The student's name and driver's license number,~~
  - b. ~~The reason for the necessity of driving to school,~~
  - c. ~~The make, model, year, color, and registration number of the automobile,~~
  - d. ~~The name of the insurance carrier and the insurance number, and~~
  - e. ~~Evidence that the student has successfully completed a driver training course.~~
2. ~~The student intending to operate the automobile will review and sign a copy of the rules governing the use of automobiles for travel to and from school.~~
3. ~~The Principal will make an independent determination, through the Department of Motor Vehicles (1-609-292-6500), that the student's driver's license has not been suspended.~~
4. ~~The Principal will personally inspect the student's driver's license, the automobile registration card, and the automobile insurance certificate. Copies of these documents will be made and kept in the student's file along with the application form.~~
5. ~~When an application has been approved, the Principal will issue the student a sticker to be affixed on the \_\_\_\_\_ (location) of the automobile.~~

E. ~~Revocation of Permission~~

1. ~~The permission to use a bicycle or automobile for travel to and from school is a privilege summarily revocable by school officials when the permittee:~~
  - a. ~~Violates the rules set forth in this regulation or an express order of the Principal;~~

- b. ~~Has been expelled from school or suspended for a period exceeding \_\_\_\_\_ school days;~~
  - e. ~~Has been convicted of a moving vehicle driving practices;~~
  - d. ~~Has engaged in any unsafe or careless driving practices;~~
  - e. ~~Has committed an act of vandalism or theft; or~~
  - f. ~~Has received a failing grade in any subjects in one marking period.~~
2. ~~Driving privileges may be reinstated by the \_\_\_\_\_ no earlier than \_\_\_\_\_ (three months, the second marking period, other) after the suspension or revocation, on the parent(s) or legal guardian(s), or adult student's reapplication and on the \_\_\_\_\_'s finding that the student has maintained a satisfactory record of school citizenship.~~

### **Optional**

- ~~[3. Permission to use roller skates/blades and/or a skateboard may be suspended or revoked by the Principal or designee when in his/her judgment a student has violated the rules governing their use. The Principal or designee shall determine the duration of the suspension or the need for permanent revocation.]~~

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

## 7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

First Reading: July 21, 2016

Revised (Second Reading): August 25, 2016

## 8441 CARE OF INJURED AND ILL PERSONS

The Board of Education ~~directs the Superintendent to~~ **will provide for the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds premises or during a at school sponsored events, activity, or field trip.**

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**, ~~who will determine whether an emergency exists.~~ Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent danger and/or to prevent exacerbation of the~~ **injury or illness disability.** ~~Basic Routine first aid will~~ **may** be administered by district personnel as ~~necessary to ensure the safety and comfort of the injured or ill person~~ **until the school nurse or other medical professional arrives on the scene.**

The parent(s) or legal guardian(s) of an injured or ill student and, if necessary, the family of an injured or ill staff member or adult visitor will be notified promptly ~~and tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person.** If the school nurse or school **physician** ~~medical inspector~~ or, in the absence of both, the Principal **or designee**, determines that the injured or ill person should ~~receive~~ **be removed from school for rest and/or treatment at home or for a medical examination from** consultation with a **their medical professional** ~~private physician~~, the parent(s) or legal guardian(s), or family member ~~will~~ **shall be required to remove the injured or ill person from the school or school event or activity requested to provide transportation. In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.**

**In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.**

### **Optional**

~~{A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.}~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~



The **school nurse(s)** ~~Superintendent shall~~, in consultation with the school **physician, medical inspector and school nurse, will develop** ~~prepare standing orders~~ **basic emergency first aid procedures** for the emergency treatment of **an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene** ~~and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees.~~ ~~All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.~~

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy ~~№~~ 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy ~~№~~ 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy ~~№~~ 8630.

~~N.J.S.A. 18A:40-3~~

~~N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3~~ **6A:16-2.1(a)4**

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

R 8441 CARE OF INJURED AND ILL PERSONS

A. **Injuries and/or Illness Requiring Immediate Attention**

These regulations apply when a ~~person~~ student, staff member, ~~or~~ visitor, **or other person** on school **grounds premises** or **during in the course of** a school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. ~~A~~ The school staff member ~~or other responsible adult present who takes charge should act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is ~~clearly~~ evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person victim** shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person victim** shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person victim shall will** not be moved, except as may be ~~absolutely~~ necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~
6. The **injured or ill person victim** should be made as comfortable as possible, without moving him/her, ~~by loosening binding clothing and providing warm coverings.~~
7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical health** professional.
8. The **injured or ill person victim shall should** be **informed when emergency medical assistance has been contacted** ~~calmed with assurances that he/she is receiving or is about to receive aid.~~

B. Emergency First Aid Procedures

1. The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.
2. In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.
  - a. The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.
  - b. The school nurse will make such basic emergency first aid procedures available to school staff members.

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~

~~1. ALLERGIC REACTIONS~~

~~The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.~~

~~The use of a single dose auto injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.~~

~~In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.~~

~~2. BLEEDING, SEVERE~~

~~a. Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.~~

~~b. Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.~~

- e. ~~Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.~~
- d. ~~A tourniquet may be used only for a severe, life-threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.~~

### 3. ~~BREATHING OBSTRUCTION~~

- a. ~~Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately.~~

~~Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.~~

- b. ~~Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.~~

- e. ~~If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.~~

- d. ~~If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.~~

### 4. ~~BURNS, MAJOR~~

~~The victim has sustained a second or third-degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.~~

- a. ~~If the burn was caused by exposure to a chemical,~~

- (1) ~~Flush the affected area under cool running water for at least fifteen minutes;~~

- (2) ~~Apply any first aid measures specified on the chemical container;~~

- (3) ~~Cover the burn with a cool, wet dressing; and~~

- (4) ~~Take the victim to hospital emergency services.~~

b. — ~~If the burn is a second degree burn that covers an area less than two or three inches across;~~

(1) — ~~Rinse the burn with cool water and gently wash and rinse the burned area;~~

(2) — ~~Spray with an antiseptic spray and cover with a sterile dressing;~~

(3) — ~~Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and~~

(4) — ~~Do not break blisters to avoid the risk of infection.~~

e. — ~~If the burn affects an area more than two or three inches across or is a third degree burn;~~

(1) — ~~Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and~~

(2) — ~~Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.~~

## 5. — ~~CONCUSSION~~

~~The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting;~~

a. — ~~Keep victim lying down and warmly covered.~~

b. — ~~Ice may be applied to head.~~

e. — ~~Medical attention must be sought to determine extent of injury.~~

## 6. — ~~CONVULSION OR SEIZURE~~

a. — ~~Protect the victim from self injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.~~

b. — ~~Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled-up handkerchief or other soft object (not a hard object) between the~~

~~upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.~~

- ~~e. Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.~~
- ~~d. If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.~~
- ~~e. If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.~~

#### ~~7. INSULIN SHOCK~~

~~The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger; vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;~~

- ~~a. Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.~~
- ~~b. After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.~~
- ~~e. If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

#### ~~8. DIABETIC COMA~~

~~The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.~~

#### ~~9. HEAT EXHAUSTION~~

~~The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.~~

- ~~a. The victim should lie down with his/her head lower than the body.~~
- ~~b. The victim should be protected from chilling.~~
- ~~e. If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

#### ~~10. POISONING~~

- a. ~~Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.~~
- b. ~~If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.~~
- e. ~~If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.~~
- d. ~~If the poison is not corrosive or a petroleum product (see paragraph B10e) and the victim is not unconscious, induce vomiting by:
  - (1) ~~Administering one to two tablespoons of Ipecac Syrup followed by water, or~~
  - (2) ~~Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.~~~~
- e. ~~If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.~~
- f. ~~Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.~~

## 11. ~~SHOCK~~

~~The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.~~

- a. ~~Keep the victim covered and lying down, with feet raised higher than the heart.~~
- b. ~~Loosen tight clothing and keep the victim comfortably warm.~~
- e. ~~If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.~~

## C. ~~Routine First Aid Care~~

~~The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.~~

~~1. ABDOMINAL PAIN~~

- ~~a. Take the victim's temperature and pulse rate.~~
- ~~b. Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.~~
- ~~c. Require victim to lie down for rest period.~~
- ~~d. If pain does not diminish or intensifies, notify parent(s) or legal guardian(s) or the school physician.~~

~~2. ABRASIONS AND LACERATIONS~~

- ~~a. Wash area gently with bland soap and cool water, rinsing carefully.~~
- ~~b. Apply an approved antiseptic.~~
- ~~c. Cover area with a light protective adhesive bandage.~~

~~3. BITES and STINGS~~

- ~~a. A wound resulting from the bite of an animal—dog, cat, hamster, mouse—should be treated as follows:
  - ~~(1) Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.~~
  - ~~(2) If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.~~
  - ~~(3) Attempt to identify and capture animal.~~~~
- ~~b. A wound resulting from the bite of a human being should be washed and treated by a physician.~~
- ~~c. A bee sting should be treated as follows:
  - ~~(1) Remove the stinger by scooping it out of the skin.~~
  - ~~(2) Apply an ice pack or flush with cold water.~~~~



~~(3) — Apply calamine lotion or cream to ease itching and swelling.~~

~~(4) — If severe allergic reaction occurs, take the victim to hospital emergency services.~~

~~4. — BLISTERS (other than those caused by burns)~~

~~a. — Apply a light protective bandage.~~

~~b. — Do not break; allow tissues to absorb fluid.~~

~~c. — If blister ruptures, wash with antiseptic and water and apply sterile dressing.~~

~~5. — BOILS~~

~~a. — Apply dry dressing.~~

~~b. — If boil has erupted, cleanse area and apply sterile dressing.~~

~~6. — BRUISES~~

~~a. — Apply cold compresses or ice to bruised area.~~

~~b. — If bruise is black eye, examine student's eye and check victim for head injury.~~

~~7. — BURNS, MINOR~~

~~a. — Cool burned area under cold running water or with application of cold compress.~~

~~b. — Encourage victim to drink fluids.~~

~~8. — DIARRHEA~~

~~a. — Take the victim's temperature.~~

~~b. — Call parent(s) or legal guardian(s).~~

~~9. — DISLOCATIONS~~

~~a. — Apply ice or cold compress.~~

- ~~b. — If possible, e.g., in the dislocation of a finger joint, apply a splint.~~
- ~~c. — Notify student's parent(s) or legal guardian(s).~~
- ~~d. — Take victim to hospital emergency services or a doctor's office.~~

~~10. — EARACHE~~

- ~~a. — Check victim's temperature and examine ear.~~
- ~~b. — Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.~~
- ~~c. — Call parent(s) or legal guardian(s).~~

~~11. — FAINTING~~

- ~~a. — Recline victim to lying position on his/her back. Loosen clothing for comfort.~~
- ~~b. — Check victim for pulse rate and breathing; if necessary, apply CPR.~~
- ~~c. — Permit victim to recover slowly.~~
- ~~d. — If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.~~

~~12. — FOREIGN OBJECTS~~

- ~~a. — If the object is in the eye,
  - ~~(1) — Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~
  - ~~(2) — Remove object with slightly moistened swab.~~
  - ~~(3) — If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.~~
  - ~~(4) — Eye may be flushed with clean running water to dislodge object.~~
  - ~~(5) — If object remains, take victim to hospital emergency services or doctor's office.~~~~

b. — If the object is in the ear,

- (1) — Use tweezers to remove any soft object that is clearly visible.
- (2) — Tilt the victim's head so that affected ear is downward and gently shake the victim's head.
- (3) — Place oil in ear only to immobilize an insect in the victim's ear.
- (4) — If object remains, take victim to hospital emergency services or doctor's office.

c. — If the object is in the nose,

- (1) — Use tweezers to remove any soft object that is clearly visible.
- (2) — Have victim gently blow his/her nose once or twice to attempt to dislodge the object.
- (3) — If object remains, take victim to hospital emergency services or doctor's office.

d. — When a foreign object has been swallowed or is in the victim's air passages,

- (1) — Apply the Heimlich maneuver.
- (2) — Remove victim to hospital emergency services.

### 13. — FRACTURES

a. — When the fracture is simple (no wound or break in skin),

- (1) — Support the fracture with a splint or bandage, as required.
- (2) — Take the victim to hospital emergency services or a doctor's office.

b. — When the fracture is compound (punctures the skin),

- (1) — Take measures to stop the bleeding and apply a protective dressing to the wound.
- (2) — Provide support but do not move or handle the injured part until the bone has been splinted.

~~(3) — Summon the ambulance and keep victim warm and comfortable.~~

~~e. — When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,~~

~~(1) — Do not move the victim; be careful to keep neck in alignment with the rest of the spine.~~

~~(2) — Control any bleeding with gentle direct pressure.~~

~~(3) — If it is absolutely necessary to move victim (to remove him/her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.~~

~~(4) — Summon an ambulance to take the victim to hospital emergency services.~~

#### ~~14. — HEADACHE~~

~~a. — Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.~~

~~b. — Take victim's temperature.~~

~~e. — Have victim rest for ten minutes.~~

~~d. — Offer fluid and apply ice pack to back of head.~~

~~e. — In case of frequent recurring headaches or complicating symptoms, notify parent(§) or legal guardian(§).~~

#### ~~15. — MENSTRUAL DISCOMFORT~~

~~a. — Have victim rest and apply heating pad for thirty minutes.~~

~~b. — If a physician's permission has been given, administer analgesic.~~

~~e. — If pain is severe, notify parent(§) or legal guardian(§).~~

#### ~~16. — NOSEBLEEDS (not associated with head injury)~~

~~a. — Have victim sit with head angled slightly forward so that blood cannot run back into the throat.~~

- ~~b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.~~
- ~~c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.~~
- ~~d. If bleeding stops, gently remove packing after thirty to sixty minutes.~~
- ~~e. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.~~

#### ~~17. POISON IVY, OAK, SUMAC~~

- ~~a. If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.~~
- ~~b. After rash appears, apply calamine lotion to lessen itching and burning.~~
- ~~c. Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.~~

#### ~~18. SORE THROAT~~

- ~~a. Check victim's temperature.~~
- ~~b. Observe throat for infection, redness, swollen tonsils, and the like.~~
- ~~c. If fever or complicating symptom is present, notify parent(s) or legal guardian(s).~~

#### ~~19. SPLINTERS~~

- ~~a. Cleanse area with soap and water, followed by alcohol.~~
- ~~b. Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.~~
- ~~c. If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).~~

#### ~~20. SPRAIN~~

- ~~a. Eliminate all stress on the injured part.~~

- ~~b. — Keep the area raised, elevated on a pillow or sling.~~
- ~~c. — Apply ice pack or cold compresses to the injured part to keep swelling down.~~
- ~~d. — Bandage with elastic bandage for support.~~
- ~~e. — Notify parent(s) or legal guardian(s).~~

~~21. — TEETH~~

- ~~a. — Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.~~
- ~~b. — If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.~~
- ~~c. — If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).~~
- ~~d. — A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.~~

~~This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.~~

Revised (First Reading): July 21, 2016

Revised (Second Reading): August 25, 2016

## 8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

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

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

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

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

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

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

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

provisions of N.J.A.C. 6A:27-11.2(d).

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

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

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

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

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

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

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R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
  - a. Student management and discipline;
  - b. School bus accident and emergency procedures;
  - c. Conducting school bus emergency exit drills;
  - d. Loading and unloading procedures;
  - e. School bus stop loading zone safety;
  - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
  - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**
  - a. **In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;**
  - b. **In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;**

- c. **In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or**
- d. **Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.**

B. Emergency Bus Evacuation Drills

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

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

C. Additional Precautions

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

54. Each school bus driver shall:

- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
- b. Keep aisles and passageways clear at all times;
- c. Maintain student discipline on the bus;
- d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
- e. Report promptly to the **Principal** any potential driving hazard on his/her route, such as construction, road work, etc.;
- f. Report promptly to the **Principal**, any deviation in the bus route or schedule;
- g. Drive ~~at safe~~ **within** speeds **limits** at all times and exercise extraordinary care in inclement weather;
- h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
- i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
- j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
- k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.

2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
  - a. There is a fire in the engine or any other portion of the bus;
  - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
  - c. The bus is disabled for any reason and:
    - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;;
    - (2) A potential exists for the position of the bus to shift thus endangering students;; or
    - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision;~~or~~.
  - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.
4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **Principal of the receiving school, or School Business Administrator**, of the number and location of the bus and the circumstances of the disability. The **Principal of the receiving school, or**

**School Business Administrator**, will make arrangements for the safety of the students.

E. Specific Emergency Situations

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

- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).
  - f. The following notifications must be provided:
    - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
    - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
    - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
    - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.
  - b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.



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

- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

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Revised (Second Reading): August 25, 2016

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the Board of Education and that required for teaching staff members by this Board.

Student teachers/interns shall at all times be subject to the policies of this Board. Student teachers/interns serving in the schools of this district shall be responsible to the Principal for their conduct and to the cooperating teacher for their performance.

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. ~~6A:9-6.5~~; ~~6A:9-10.2~~ **6A:9A-4 et seq.**;  
~~6A:9-10.3~~ **6A:9A-5 et seq.**; **6A:9B-7.1** ~~6A:9-10.4~~

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