

0164.2 – ELECTRONIC PARTICIPATION BY BOARD MEMBER

Policy Intent

While the Board strongly encourages members to participate in Board of Education meetings in person, there may be occasions when a member cannot physically be present at the meeting, but he/she nevertheless wishes to fully participate in the discussion. Therefore, due to advances in technology, the Board hereby wishes to allow its members, within reason, to participate in Board meetings by teleconferencing or videoconferencing equipment (or by other comparable technological means), subject to conditions set forth in this policy (hereinafter “remote participation”). Indeed, the definition of a “meeting” under the OPMA is defined as “a gathering whether corporeal *or by means of communication equipment* which is attended by, or open to, all members of the public body to discuss or act as a unit upon specific public business”

The Board recognizes that having a policy with clearly defined criteria for such Board member participation will permit such participation in a reasonable, proper and consistent manner. Moreover, it will ensure that all appropriate measures are taken to ensure that members of the public attending the meeting have the opportunity to hear the member who is not physically present participate in the public meeting.

Conditions for Participation

The following conditions must be satisfied before a member is allowed to participate in a meeting remotely through the use of technology. However, satisfying these conditions does not guarantee that permission will be granted:

1. If a member cannot participate in a Board meeting due to family, business, medical, or proximity reasons, *i.e.*, being out of State, (hereinafter referred to as “good cause”), he or she shall notify the Board President at least forty-eight (48) hours in advance of the meeting, if practicable. If the Board President cannot participate in a Board meeting, he or she shall notify the Board Vice President at least forty-eight (48) hours in advance of the meeting if practicable. This notice requirement may be waived if the member could not have reasonably anticipated that he or she would not be able to attend the meeting in person.
2. The member must explain to the President (or Vice President if they are the Board President) the reason(s) why the request is being made. The member must copy the Superintendent on the request.



3. The member making the request must participate in the entire meeting, not just a portion of the meeting or for a particular vote.
4. Remote participation is not permitted to attend Executive Closed Sessions.
5. The Board President (or Board Vice President if evaluating the request of the Board President) will then determine whether good cause exists so as to permit the member to participate.
6. The Board President (or Vice President if the Board member is the President) must notify the Board member of his or her determination as soon as is reasonably possible in advance of the meeting. If the President participates remotely, he or she shall not run the meeting. That responsibility shall be assumed by the Vice President.
7. If permission is granted for remote participation, the Board member must give his/her undivided attention to the meeting and must participate in the entire meeting.
8. The Board member must be able to hear all of the members of the public and vice versa through the communications equipment which will be used. If this is not possible, the request for participation shall be denied.
9. No more than one person shall be permitted to participate in a meeting remotely.
10. Each Board member shall be limited to two (2) occasions each calendar year when he/she may participate in a meeting remotely.
11. Only one Board member per meeting can attend remotely. Permission will be granted on a first come first serve basis given first consideration to those members who have not participated remotely.

Other Miscellaneous Provisions

The Board President (or Vice President if the Board President is attending remotely) shall announce at the beginning of the meeting the identity of the Board member who is participating in the meeting remotely.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

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Electronic Participation by Board Member

The meeting minutes should reflect the name of the member who participated in the meeting remotely.

Legal References:

Open Public Meetings Act: N.J.S.A. 10:4-6 *et seq.*

Attorney General Opinion, April 12, 2000

Adopted:



1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR

The Board of Education vests the primary responsibility for the administration of this school district in a Superintendent of Schools and recognizes the appointment of a person to that office is one of the most important functions this Board can perform. The Superintendent shall have a seat on the Board of Education and the right to speak on matters at meetings of the Board (pursuant to N.J.S.A. 18A:17-20.a or N.J.S.A. 18A:17-20.b), but shall have no vote.

Recruitment Procedures

The Board shall actively seek the best qualified and most capable candidate for the position of Superintendent. The Board may use a consultant service to assist in the recruitment process. Recruitment procedures may include, but are not limited to, the following activities:

1. The preparation of a new or a review of an existing written job description;
2. Preparation of informative material describing the school district and its educational goals and objectives;
3. Where feasible, the opportunity for applicants to visit the district;
4. Establish an interview process that encourages the candidate and the Board members to have a meaningful discussion of the school district's needs and expectations. The Board members shall review and discuss the candidate's credentials, qualifications, educational philosophy, and other qualities and expertise he/she can offer to the district;
5. Solicitation of applications from a wide geographical area; and
6. Strict compliance with law and Policy ~~No.~~ 1530 on equal employment opportunity.

Qualifications

The candidate must possess or be eligible for a valid New Jersey administrative certificate endorsed for school administrator or a provisional school administrator's endorsement in accordance with N.J.A.C. ~~6A:9-12.4~~ **6A:9B-12.4** et seq. and must qualify for employment following a criminal history record check.



Employment Contract

A person appointed Superintendent must enter an employment contract with the Board. An employment contract for the Superintendent of Schools shall be reviewed and approved by the Executive County Superintendent in accordance with the provisions of N.J.A.C. 6A:23A-3.1 and Policy 1620. Any actions by the Executive County Superintendent undertaken pursuant to N.J.A.C. 6A:23A-3.1 may be appealed to the Commissioner pursuant to the procedures set forth in N.J.A.C. 6A:3.

The employment contract with the Superintendent must be approved with a recorded roll call majority vote of the full membership of the Board at a public Board meeting.

In the event there is a Superintendent vacancy at the expiration of the existing contract, only the Board seated at the time of the expiration of the current Superintendent's contract may appoint and approve an employment contract for the next Superintendent.

In the event there is a Superintendent vacancy prior to the expiration of the existing contract, the Board seated at the time the position becomes vacant may appoint and approve an employment contract for the next Superintendent.

The contract for the Superintendent who does not acquire tenure, but who holds tenure during the term of his/her employment contract will include: a term of not less than three nor more than five years and expiring July 1; a beginning and ending date; the salary to be paid and benefits to be received; a provision for termination of the contract by the Superintendent; an evaluation process pursuant to N.J.S.A. 18A:17-20.3; and other terms agreed to between the Board and the Superintendent.

During the term of the contract, the Superintendent shall not be dismissed or reduced in compensation except for inefficiency, incapacity, conduct unbecoming a Superintendent, or other just cause and only by the Commissioner of Education pursuant to the tenure hearing laws.

At the conclusion of the term of the initial contract or of any subsequent contract, in accordance with N.J.S.A. 18A:17-20.1, the Superintendent shall be deemed reappointed for another contracted term of the same duration as the previous contract unless either: the Board by contract reappoints the Superintendent for a different term which shall not be less than three nor more than five years, in which event reappointments thereafter shall be deemed for the new term unless a different term is again specified; or the Board notifies the Superintendent in writing the Superintendent will not be reappointed at the end of the current term, in which event his/her employment shall cease at the expiration of that term. In the event the Board notifies the Superintendent he/she will not be reappointed, the notification shall be given prior to the expiration of the first or any subsequent contract by a length of time equal to thirty days for each year in the term of the current contract.



Pursuant to N.J.S.A. 18A:20.2a, the Board shall submit to the Commissioner for prior approval an early termination of employment agreement that includes the payment of compensation as a condition of separation. In accordance with N.J.S.A. 18A:17-20.2a, compensation includes, but is not limited to, salary, allowances, bonuses and stipends, payments of accumulated sick or vacation leave, contributions toward the costs of health, dental, life, and other types of insurance, medical reimbursement plans, retirement plans, and any in-kind or other form of remuneration.

An early termination of an employment agreement shall be limited in its terms and conditions as outlined in N.J.A.C. 6A:23A-3.2. The Commissioner shall evaluate such agreements in accordance with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2 and has the authority to disapprove the agreement. The agreement shall be submitted to the Commissioner by the district by certified mail, return receipt requested. The determination shall be made within thirty days of the Commissioner's receipt of the agreement from the school district.

Disqualification

Any candidate's misstatement of fact material to qualifications for employment or the determination of salary will be considered by this Board to constitute grounds for dismissal.

Certificate Revocation

In accordance with N.J.A.C. 6A:23A-3.1(e)(12), in the event the Superintendent's certificate is revoked, the Superintendent's contract is null and void.

N.J.S.A. 18A:16-1; 18A:17-15; 18A:17-20; 18A:17-20.1;
18A:17-20.2; 18A:17-20.2a; 18A:17-20.3

N.J.A.C. ~~6A:9-12.3~~ **6A:9B-12.3**; ~~6A:9-12.4~~ **6A:9B-12.4**; 6A:23A-3.1; 6A:23A-3.2

Adopted: 17 July 2012

Revised: _____



1310 EMPLOYMENT OF SCHOOL BUSINESS ADMINISTRATOR/ BOARD SECRETARY

The Board of Education shall appoint a qualified and capable person to fill a vacancy in the position of School Business Administrator/Board Secretary. An appointment shall be made within a reasonable time after the occurrence of the vacancy and by the recorded roll call vote of a majority of the full Board. No person shall act as School Business Administrator/Board Secretary or perform the duties of a School Business Administrator/Board Secretary, as prescribed by the rules and regulations of the State Board of Education, unless he/she holds a School Business Administrator's certificate or has proved eligibility.

All candidates for the position of School Business Administrator/Board Secretary must produce evidence of their training and/or experience in the ~~business and operation~~ fields of: **economics; law; accounting; organizational theory; management or administration; finance; and other responsibilities** as outlined in the School Business Administrator's job description **or required by the Board.**

Any candidate's misstatement of factual material related to qualifications for employment or the determination of salary may be considered by this Board to constitute grounds for dismissal.

N.J.S.A. 18A:16-1; 18A:17-5; 18A:17-14.1 et seq.

N.J.A.C. ~~6A:9-12.3; 6A:9-12.7~~ **6A:9B-12.7**

Adopted: 17 July 2012

Revised: _____



3111 CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

In accordance with the provisions of N.J.A.C. 6A:9B-5.5, titles assigned to teaching staff members shall be recognized by the New Jersey Department of Education. The Department of Education shall maintain and make available a list of approved job titles with corresponding authorized certificates. In the event the Board desires to use an unrecognized title, or if a previously established unrecognized title exists, the Board, prior to appointing a candidate, shall submit to the Executive County Superintendent a written request, including a detailed job description, for permission to use the proposed title. The Executive County Superintendent shall exercise discretion regarding approval of the request and shall determine the appropriate certification and title for the position. Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the County Superintendent shall be sought before the position is filled.

The Executive County Superintendent shall review annually all previously approved unrecognized position titles and shall determine whether the titles will be continued for the next school year. Decisions rendered by the Executive County Superintendent regarding titles and certificates for unrecognized positions shall be binding upon future seniority determinations on a case-by-case basis.

N.J.S.A. 18A:16-1; 18A:28-1 et seq.
N.J.A.C. ~~6A:9-5.4~~ **6A:9B-5.1**; ~~6A:9-5.5~~ **6A:9B-5.5**

Adopted: 17 July 2012
Revised: _____



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Employment Contract

3124 EMPLOYMENT CONTRACT

The Board of Education requires that all non-tenured certificated staff annually sign an employment contract for a term of not more than one year. The employment contract with the district will specify that sixty (60) days' notice shall be given by either party prior to unilateral termination of the contract.

The employment contract shall include; name of the employee, the beginning and ending dates of service, the salary to be paid and the manner of payment, employer and employee signatures, the date of signatures, and such other terms and conditions as may be necessary to a complete statement of the employment relationship.

N.J.S.A. 18A:27-2 et seq.; 18A:28-8

N.J.A.C. ~~6A:9-5.1~~ **6A:9B-5.1**; ~~6A:9-5.2~~ **6A:9B-5.4**

Adopted: 17 July 2012

Revised: _____



3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

The Board of Education believes it is vital to the successful operation of the school district that teaching staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every teaching staff member employed by this district.

No teaching staff member shall be employed unless he/she is a holder of a valid certificate in accordance with the New Jersey Department of Education and applicable statutes and administrative codes. The Superintendent shall require proof of any candidate's certification or pending application for certification.

The Board will employ substitutes for absent teachers in order to ensure continuity in the instructional program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent teaching staff member.

In accordance with the provisions of N.J.S.A. 18A:16-1.1, the Board of Education will provide written notice to a teaching staff member, other than a per diem substitute, of his/her designation as a replacement when the teaching staff member has been designated or appointed by the Board to act in place of any officer or employee during an absence, disability, or disqualification of any such officer or employee subject to the provisions of N.J.S.A. 18A:17-13. Per diem substitutes shall also be informed in their notice of approval that their employment is as a replacement staff member.

The Board may use a private contractor to secure a substitute teacher in accordance with N.J.A.C. 6A:9B-7.1(f) et seq.

The Board shall approve the employment, fix the compensation, and set the term of employment for each person employed in a summer school program. The Board will employ only those candidates recommended by the Superintendent. Service as a summer school teacher will not count toward the accrual of tenure or seniority.



The Superintendent shall recommend to the Board the employment of qualified coaches for the district's interscholastic and/or intramural athletic programs. The Board will employ as athletic coaches only those persons who have experience in and knowledge of the specific sport, are properly certified, and possess the personal characteristics that qualify them to serve as role models to students.

In accordance with the provisions of N.J.A.C. 6A:9B-5.16(a), any teaching staff member in the employ of the Board of Education shall be permitted to organize public school students for purposes of coaching or for conducting games, events, or contests in physical education or athletics. ~~In accordance with the provisions of N.J.A.C. 6A:9-5.18(b),~~ **T**he Superintendent may recommend to the Board the employment of a qualified candidate for an interscholastic athletic coaching position who is a holder of either a New Jersey teaching certificate or a substitute credential, pursuant to N.J.A.C. ~~6A:9-6.5~~ **6A:9B-5.16(b)**, to work in the interscholastic athletic program provided the position has been advertised. The twenty day limitation noted in N.J.A.C. ~~6A:9-6.5(b)~~ **6A:9B-7.4(a)** shall not apply to coaching situations.

An athletic coach employed by this district who is not a regular employee of this district shall be employed only for the duration of the specific sport season. He/She shall be paid the stipend and no out-of-district athletic coach shall be eligible for tenure or for employment benefits.

An athletic trainer shall possess an educational services certificate issued by the State Board of Examiners pursuant to N.J.S.A. 18A:26-2.4 and 18A:26-2.5.

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.



The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.lc. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or Superintendent of Schools from being employed in an office or position in the school district in accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A teaching staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b; 18A:6-7.1c; 18A:6-7.2;
18A:16-1 et seq.; 18A:26-1 et seq.; 18A:27.1 et seq.; 18A:27-4.1;
18A:27-7; 18A:27-8

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

N.J.A.C. ~~6A:9-5.18; 6A:9-5.19~~ **6A:9B-5.16; 6A:9B-7.4**

Adopted: 17 July 2012

Revised: 15 July 2014; _____



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3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

The Board of Education will employ substitutes in order to ensure continuity in the instructional program and will approve a list of substitutes on an annual basis and additional approved substitutes will be added to the approved list throughout the school year. Substitute teachers will be employed from the substitute list recommended by the Superintendent and approved by the Board. The Board shall also approve the substitute rate of pay.

All substitute teachers must possess a substitute credential issued by the New Jersey State Board of Examiners in accordance with the provisions of N.J.A.C. ~~6A:9-6.5~~ **6A:9B-7.1 et seq.** All substitute teachers are required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1 et seq. and New Jersey Department of Education regulations and procedures for criminal history record checks. In accordance with the provisions of N.J.S.A. 18A:6-7.1b., a substitute teacher who is rehired annually by the Board shall only be required to undergo a criminal history record check as required by N.J.S.A. 18A:6-7.1 et seq. upon initial employment, provided the substitute continues in the employ of at least one of the districts at which the substitute was employed within one year of the approval of the criminal history record check.

A substitute teacher shall follow the daily lesson plan provided by the regular teacher and, when that plan is exhausted or unavailable, the instructions of the Principal. A substitute teacher may not plan or direct an instructional program except as expressly permitted by the Superintendent.

In accordance with the provisions of N.J.S.A. 18A:16-1.1b. **and N.J.A.C. 6A:9B-7.4(c)**, a vacant teaching position **may only** ~~shall not~~ be filled ~~in any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional** certificate of eligibility (**CE**), ~~or a~~ certificate of eligibility with advanced standing (**CEAS**), **or standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement within the scope of the subject being taught** ~~and working in an area authorized by their credentials~~ for **no more than a total amount of time exceeding sixty school instructional days in the same classroom per year. The sixty day limit may be extended if the Executive County Superintendent is notified of an extension by the school district which shall demonstrate:**



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1. **The school district was unable to hire an appropriately certified teacher for the vacant position;**
2. **The school district is filling the position subject to the limitations in a local contract or N.J.A.C. 6A:9B-7.1; and**
3. **Holders of an instructional CE or CEAS with an endorsement within the scope of the subject being taught meet the following provisions:**
 - a. **CE or CEAS holders obtain a provisional certificate;**
 - b. **CE or CEAS holders are enrolled in a district mentoring program upon obtaining a provisional certificate;**
 - c. **CE holders are accepted into a CE educator program and will begin coursework in the program's next available cohort.**

~~The Executive County Superintendent of Schools may grant an extension upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original sixty-day time limit. In the event that one individual employed pursuant to this~~ **the provisions of N.J.S.A. 18A:16-1.1b.** is employed in the same position for more than sixty days, the substitute shall be compensated by the school district on a pro-rata basis consistent with the salary provided to a teacher with similar credentials in the school district.

In accordance with the provisions of N.J.S.A. 18A:16-1.1c. **and N.J.A.C. 6A:9B-7.4(b)**, a vacant teaching position **may only** ~~shall not~~ be filled ~~in any school year~~ by one or more individuals employed as substitute teachers and holding an **instructional certificate of eligibility CE, or a certificate of eligibility with advanced standing CEAS, or a standard certificate** issued by the New Jersey State Board of Examiners **with an endorsement not within the scope of the subject being taught** and ~~working in an area not authorized by their credentials~~ **for no more than forty instructional days in the same classroom per year** ~~a total amount of time exceeding twenty school days.~~ The Executive County Superintendent of Schools **shall be notified by the Superintendent or**



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~~designee if a holder of an instructional CE or CEAS substitutes for more than twenty instructional days in the same classroom. may grant an extension of up to an additional twenty days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.~~

~~In accordance with the provisions of N.J.S.A. 18A:16-1.1d., a vacant teaching position shall not be filled in any school year by one or more individuals employed as substitute teachers and holding a standard instructional certificate issued by the New Jersey State Board of Examiners and working in an area not authorized by their credentials for a total amount of time exceeding forty school days.~~

Holders of a career and technical education substitute credential pursuant to N.J.A.C. 6A:9B-7.5 shall be permitted to substitute for no more than forty instructional days in the same classroom per year in accordance with the provisions of N.J.A.C. 6A:9B-7.4(b)2.

In accordance with the provisions of N.J.S.A. 18A:16-1.1a. **and N.J.A.C. 6A:9B-7.4(a)**, a vacant teaching position **may only** ~~shall not~~ be filled in ~~any school year~~ by one or more individuals holding a substitute credential **or holding an administrative or educational services certificate without an instructional CE, CEAS, or standard certificate** issued by the New Jersey State Board of Education pursuant to the provisions of N.J.S.A. 18A:6-38 for **no more than a total amount of time exceeding twenty instructional school days in the same classroom per year**. The Commissioner of Education may grant an extension of up to an additional twenty school days upon written application from the school district demonstrating the district's inability to hire an appropriately certified teacher for the vacant position within the original twenty-day time limit.

N.J.S.A. 18A:6-7.1 et seq.; 18A:16-1.1a.; 18A:16-1.1b.;
18A:16-1.1c.; 18A:16-1.1d.

N.J.A.C. 6A:9B-7.1; 6A:9B-7.2; 6A:9B-7.3; 6A:9B-7.4; 6A:9B-7.5

Adopted: 17 July 2012

Revised: _____



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~~Induction Program for Provisional Teachers~~

District Mentoring Program

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3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education shall develop a district mentoring program to provide nontenured teachers, including novice professional teachers who hold ~~may employ a holder of~~ a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals ~~after its mentoring plan has been approved pursuant to N.J.A.C. 6A:9-8.4.~~

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a). ~~State approved district training program shall provide essential knowledge and skills through training that includes on-going mentoring, observations and evaluations, formal instruction in professional education aligned with the Professional Standards for Teachers, and other provisions as outlined in N.J.A.C. 6A:9-8.3(b). The training may be provided by the school district or consortia of districts in conjunction with a college or university in accordance with N.J.A.C. 6A:9-8.4(c). The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation. In the event the district is unable to provide formal instruction to provisional teachers in their employ, the district may provide access to formal instruction through a network of Department of Education authorized providers.~~



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~~Induction Program for Provisional Teachers~~ **District Mentoring Program**

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

~~The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9-8.4 6A:9C-5.1 et seq. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty four weeks for provisional teachers holding a CE. Provisional teachers shall participate for a proportionally longer period of time if in a part time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3. In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional—The district may, at its discretion, pay all or part of the mentoring fee.]~~

~~A local Professional Development Committee shall be established pursuant to N.J.A.C. 6A:9-15.3(d) and this Committee shall develop a local mentor plan that includes the requirements as outlined in N.J.A.C. 6A:9-8.4(c). The Professional Development Committee shall submit the local mentor plan to the Board of Education for initial approval. The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval. After plan review, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of Education of plan approval. Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.



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~~Induction Program for Provisional Teachers~~ **District Mentoring Program**

~~The Board of Education shall be responsible for the implementation of the local mentor plan and the district shall submit a report on the effectiveness of the local mentor plan to the Department on an annual basis. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions. The district shall align the mentor plan with the Professional Standards for Teachers.~~

The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program **in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f)**. The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for **one or more of the following**: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and/or professional development and training activities related to the program.

~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills. Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9-8.6 **6A:9B-8.6** et seq. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~Within thirty days after the conclusion of the State-approved district training program, the Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher. The final evaluation~~



TEACHING STAFF MEMBERS

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~~Induction Program for Provisional Teachers~~

District Mentoring Program

~~for each provisional teacher shall include a recommendation of approved, insufficient, or disapproved. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

N.J.S.A. 18A:26-2; 18A:26-2a

N.J.A.C. ~~6A:9-8.3;~~ **6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6;**

~~6A:9-8.4; 6A:9C-5.1 6A:9-8.6; 6A:9-8.7~~

Adopted: 17 July 2012

Revised: _____



TEACHING STAFF MEMBERS

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Resignation

Jun 16

3141 RESIGNATION

The Board of Education will enter a contract with each nontenured teaching staff member providing, in part, for the termination of employment by either party on proper notice in accordance with Policy No. 3124.

An employee's resignation must be tendered to the Board through the Superintendent who may accept the resignation on behalf of the Board. Any such acceptance of a resignation will be ratified by the Board at its next meeting.

A member who offers insufficient notice of resignation will be paid only through the last day of service. In addition, the Board may notify the Commissioner of Education of any tenured teaching staff member who terminates his/her position without having given sixty days **written** notice to the Board **unless the Board approves the tenured teaching staff member's release on shorter notice and without the express permission of the Board.** **The Commissioner of Education may suspend the tenured teaching staff member's certificate for not more than one year for failure to give such notice** ~~certificate of any such member may be suspended.~~

N.J.S.A. 18A:26-10; 18A:28-8

N.J.A.C. ~~6A:9-17.9~~ **6A:9B-4.8**

Adopted: 17 July 2012

Revised: _____



TEACHING STAFF MEMBERS

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Certification of Tenure Charges

Jun 16

3144 CERTIFICATION OF TENURE CHARGES

Tenure charges may be instituted against a tenured staff member of the district in accordance with the provisions of N.J.A.C. 6A:3-5.1 et seq. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(b) shall be observed. In the event the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals, Assistant Principals, and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the procedures and timelines outlined in N.J.A.C. 6A:3-5.1(c) shall be observed.

Filing and service of petition of appeal as outlined in N.J.A.C. 6A:3-1.3, shall not apply in a case of charges filed with the Commissioner of Education against an employee of a Board of Education or of a school district under full State intervention. In place of the usual petition, the Board of Education or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between the Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.



TEACHING STAFF MEMBERS
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Certification of Tenure Charges

The Board of Education or the State District Superintendent shall determine whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting. In the event the Board of Education or the State District Superintendent finds probable cause exists and that the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charge(s) shall be stated with specificity as to the action or behavior underlying the charges or the nature of the alleged inefficiency and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.

The certificate of determination that accompanies the written charges shall contain a certification by the Board Secretary or the State District Superintendent including that a determination was made of the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary; of the date, place, and time of the meeting at which such determination was made and whether or not the employee was suspended and, if so, whether such suspension was with or without pay; that such determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.

An individual against whom tenure charges are certified shall file a written response to the charges in accordance with the provisions of N.J.A.C. 6A:3-5.3 et seq. The Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary in accordance with the provisions of N.J.A.C. 6A:3-5.5. Any withdrawal, settlement, or mooted of tenure charges shall be in accordance with the provisions of N.J.A.C. 6A:3-5.6.



TEACHING STAFF MEMBERS
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Certification of Tenure Charges

Certification of tenure charges for Charter School employees shall be governed by N.J.A.C. 6A:11-6.1 et seq.

N.J.S.A. 18A:6-8.3; 18A:6-10; 18A:6-11; 18A:6-13; 18A:6-14;
18A:6-16; 18A:25-6; 18A:25-7
N.J.A.C. 6A:3-5.1; 6A:3-5.2; 6A:3-5.3; 6A:3-5.5; 6A:3-5.6;
~~6A:9-17.4; 6A:9-17.5~~

Adopted: 17 July 2012

Revised: _____

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TEACHING STAFF MEMBERS

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Teaching Staff Member/School District

Reporting Responsibilities

Jun 16

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;



TEACHING STAFF MEMBERS

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Teaching Staff Member/School District Reporting Responsibilities

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:9-17.4~~ **6A:9B-4.3; 6A:9B-4.4** ~~6A:9-17.4~~

Adopted: 17 July 2012

Revised: _____



TEACHING STAFF MEMBERS

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Outside Employment as Athletic Coach

Jun 16

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**

Adopted: 17 July 2012

Revised: _____



TEACHING STAFF MEMBERS

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Professional Development for Teachers
and School Leaders

Jun 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.



TEACHING STAFF MEMBERS

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Professional Development for Teachers and School Leaders

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:9-15.1 et seq.~~

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

Adopted: 17 July 2012

Revised: _____



SUPPORT STAFF MEMBERS
4159/page 1 of 1
Support Staff Member/School District
Reporting Responsibilities
Jun 16

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.

Adopted: 17 July 2012
Revised:



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Health Services Personnel
Jun 16

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;



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Health Services Personnel

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.



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Health Services Personnel

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**;



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Health Services Personnel

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

Adopted: 17 July 2012

Revised: _____



STUDENTS

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Administration of Medication

Jun 16

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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**.



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Administration of Medication

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 ~~№~~ 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;



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Administration of Medication

- 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.



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- 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.



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- 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.



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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.



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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.



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- 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.



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- 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.



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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.



REGULATION

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Administration of Medication

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.

Adopted: 02 August 2010

Revised: _____



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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



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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

Adopted: 9 December 2014

Revised: _____

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Student Suicide Prevention
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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 Crisis Response Team **or 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.



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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.**

Adopted: 17 July 2012

Revised: _____



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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.



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

Adopted: 17 July 2012

Revised: _____



[See POLICY ALERT Nos. 117 and 209]

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.~~



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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.~~



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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.~~

c. ~~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.~~



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- ~~— 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;~~



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- ~~(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.~~
- c. ~~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.~~



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- 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.~~
- c. — ~~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.~~
- c. — ~~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.~~



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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.~~
- ~~c. 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.~~
- ~~c. 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.~~~~



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- 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.~~

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- e. ~~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.~~

- e. ~~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.~~

- e. ~~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.~~



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

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

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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).~~



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9. DISLOCATIONS

a. Apply ice or cold compress.

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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 offices.

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,



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~~(1) — Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~

~~(2) — Remove object with slightly moistened swab.~~

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~~(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.~~

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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.~~

c. ~~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.~~

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~~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.~~
- ~~c. 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(s) or legal guardian(s).~~

~~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.~~
- ~~c. If pain is severe, notify parent(s) or legal guardian(s).~~

~~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.~~



- ~~e. — 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.~~

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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).~~



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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.~~

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- 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.~~

Adopted: 15 January 2013

Revised: _____



COMMUNITY
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Student Teachers/Interns
Jun 16

9541 STUDENT TEACHERS/INTERNS

The Board of Education authorizes cooperation with colleges and universities in the education of teachers.

The Superintendent will recommend to the Board student teachers/interns to be assigned to district schools.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education.

The Board of Education requires every student teacher/intern possess a county substitute credential issued in accordance with N.J.A.C. ~~6A:9-6.5~~ 6A:9B-7.1.

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

Students and other affiliates of educational institutions may 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~~

Adopted: 17 July 2012

Revised: _____



2330 HOMEWORK

The term “homework” refers to assignments students will complete outside of class. Homework assignments are designated to support the learning process.

The purposes of homework include:

1. To prompt exploration;
2. To provide the opportunity to engage in creative thinking;
3. To reinforce (learning of) skills and/or knowledge;
4. To allow for reflection and provide timely feedback;
5. To preview learning.

Teachers will communicate to students the purpose of a homework assignment.

The Superintendent will prepare homework regulations to implement this policy.

Adopted: 17 July 2012

Revised: _____



R 2330 HOMEWORK ADMINISTRATIVE RULES

- A. The Purposes of Homework are to:
1. Prompt exploration;
 2. Provide the opportunity to engage in creative thinking;
 3. Reinforce learning of skills and/or knowledge;
 4. Allow for reflection, provide timely feedback, and
 5. Preview learning.
- B. When teachers assign homework to students, they will make the purpose of the assignment clear.
- C. All homework assignments are expected to address the diverse learning abilities of each student.
- D. The primary method of resolving disputes over homework should be direct discussion with the teacher.
- E. Electronic communications from teachers to students about homework are permissible as a system or a reminder about assignments. However, they may not replace classroom communication about homework assignments. Students may submit or upload homework electronically in the manner specified by the teacher, unless the teacher announces in advance, that a particular assignment is not amenable to electronic transmission. Student submissions should be in accordance with the manner specified by the teacher.
- F. Teachers will make reasonable accommodations for religious holidays and family emergencies.
- G. Ongoing, Long Term, and Summer Assignments:
- Elementary
1. In addition to assigned homework, students are expected to engage in daily reading.



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Homework Administrative Rules

2. Teachers may provide suggestions to families about helpful activities during the summer break to reinforce learning, strengthen critical skills, and/or prepare for the coming school year.

Middle and high school

Summer assignments can be valuable to help students maintain skills acquired throughout the school year. Mandatory summer assignments must be approved by the department supervisor.

Adopted: 3 October 2007
Revised: 7 July 2010

Approved: 15 January 2013
Revised: _____



R 5420 REPORTING STUDENT PROGRESS

A. Purpose

The purpose of reporting the educational progress of students is to:

1. Inform parent(s) of the progress children have made in school;
2. Apprise students of their progress in school;
3. Prompt teachers to make periodic, formal assessments of each student's progress;
4. Provide a cumulative record of a student's progress through the educational system; and
5. Enable each student to gain a positive sense of his/her intellectual, social, emotional, and physical abilities and growth toward effective citizenship.

B. Frequency

1. Report cards will be issued three times a year in grades K-5 and four times a year in grades 6 – 12.
2. The schedule of dates on which report cards will be made available on the student information system at the beginning of each school year.
3. Parent(s) and students will be notified of the possibility of a failing grade at the mid-point of the marking period.
4. Parent(s) and students will be notified in writing of the possibility of a student's retention at grade level in accordance with Policy 5410.
6. Nothing in this regulation should discourage teachers from implementing various forms of communication, as frequently as the circumstances dictate, to keep parent(s) informed of the educational progress of their children.

C. Report Card Form

1. The form of report cards will be periodically reviewed in order to ensure that report cards effectively and accurately report student progress.



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Reporting Student Progress

2. Grades will be determined in accordance with Regulation 2624.
 3. Report cards will report individual academic, emotional and social growth as well as work and study habits.
 4. At the middle school and high school levels, report cards will record pupil achievement in academic subjects, as well as the pupil's personal growth and development.
 5. Report cards at all levels will record the student's absences and tardiness.
 6. Report cards will include space for the classroom or homeroom teacher's personal comments on the student's growth and development.
- D. Parent Teacher Conferences

Parent teacher conferences will be conducted in accordance with Policy 9280.

Adopted: 15 January 2013
Revised:



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 periodically to the Board on the conduct of the in-service training program and the results of its evaluation.

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

Adopted: 17 July 2012
Abolished: 16 August 2016



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TEACHING STAFF MEMBERS

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In-service Training

R 3244 IN-SERVICE TRAINING

“In-Service” means instruction of teachers on site during the workday for the improvement of performance.

In-Service programs shall be the responsibility of the Superintendent or designee. The annual in-service program will include input from teachers and staff on the need for in-service instruction. Information about the efficacy of the instructional program, including data on student learning, and educational program development plan will be among the primary factors used to determine the annual in-service plan.

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

Issued: 11 October 2006

Approved: 15 January 2013

Abolished: 16 August 2016

