

## 0132 EXECUTIVE AUTHORITY

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are ~~not inconsistent~~ with statutes or rules of the State Board of Education and are dictated by the policies of this Board. Administrative regulations shall be binding ~~on~~ **upon** the employees ~~of this district~~ and the pupils ~~in the schools~~ of this district when issued **by the Superintendent** and shall be provided to the Board for the information of Board members except where Board approval is required by law. The Board reserves the right to **revise an administrative regulation proposed by the Superintendent provided the revision is consistent with policy, statute, administrative code, or any other applicable law or collective bargaining agreement.** Any administrative regulation that requires Board approval shall be **Board-approved prior to promulgation.**

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first **regular** Board meeting following the action.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings of the Board, but shall have no vote.

N.J.S.A. 18A:17-20

Adopted: 17 July 2012  
Revised:



## 2415 NO CHILD LEFT BEHIND PROGRAMS

The No Child Left Behind Act (NCLB) of 2001 is a reauthorization of the Elementary and Secondary Education Act (ESEA)/Improving America's Schools Act (IASA) 1994, providing funds to help all New Jersey's school children achieve, at a minimum, proficiency in the State standards. NCLB embodies four key principles or pillars of education reform: accountability, flexibility, choice, and methodology. The Board of Education elects to augment the instructional program of pupils by projects supported by federal funds allocated under NCLB and the district will comply with the requirements of all the programs authorized by NCLB.

The district may be eligible for several grant programs funded through NCLB, including, but not limited to, Title I through Title VI. Many of the Titles of NCLB have several parts and subparts that provide a funding source for specific purposes.

### Application Procedure

The district will submit an annual No Child Left Behind Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE). The school district's application shall include all information required by the NJDOE and NCLB for the district to be considered for funding under NCLB.

### Covered Programs

The intent of NCLB is that all children will meet State academic achievement standards to reach their potential through improved programs. The NCLB Consolidated Formula Subgrant includes the following programs:

1. Title I, Part A provides the programs and resources for disadvantaged students to meet this intent. It requires the State and the district to close the achievement gap by placing a highly qualified teacher in every classroom, improving the qualifications of paraprofessionals who work with disadvantaged students, and using instructional practices that have proven to be effective.
2. Title I, Part D serves neglected and delinquent youth in institutions, community day programs, and correctional facilities to assure they also attain high academic levels of performance.



3. Title II, Part A provides the resources for improving teacher and Principal quality and increasing the number of highly qualified teachers and Principals in classrooms and schools, thereby raising student achievement in the academic subjects. It focuses on preparing, training, and recruiting high-quality teachers and Principals and requires the State to develop plans with annual measurable objectives that will ensure all teachers teaching in core academic subjects are highly qualified by the end of the 2005-2006 school year.
4. Title II, Part D facilitates comprehensive and integrated educational technology strategies that target the specific needs of individual schools. It improves student academic achievement through the use of technology in elementary and secondary schools, while addressing the digital divide such that every student is technologically literate by the end of eighth grade. Effective integration of technology resources and systems with teacher training and curriculum development are encouraged in order to identify and showcase best practices in educational technology.
5. Title III, Part A focuses on the teaching of English to limited English proficient (LEP) children, including immigrant children and youth.
6. Title IV, Part A provides resources for fostering a safe and drug-free learning environment that supports academic achievement.
7. Title V, Part A provides a flexible source of funding to help districts in the development and implementation of various innovative reform initiatives.
8. Title VI, Part B addresses the unique needs of rural school districts.
9. Title IX covers the general provisions applicable to some/all of the programs.

Throughout NCLB, the use of solid research to improve teaching and learning as well as student behavior is required and promoted, and parent(s)/legal guardian(s) are provided with information and options to improve the educational opportunities provided for their children. The emphasis on scientifically based methodology encourages the use of teaching techniques and practices that are founded on research and proven to produce positive results.

## Title I

The largest federal program supporting elementary and secondary education is Title I. NCLB strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement. The law also establishes minimum qualifications for teachers and paraprofessionals in Title I programs.



The school district must use the best available measure for identifying children from low-income families to identify eligible school attendance areas, determine the ranking of each area and to determine allocations as identified in the Title I guidelines and regulations.

The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools. The services and benefits will be equitable in comparison to services and benefits for participating public school children.

The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations. The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English proficient (LEP) children. Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

### **Type of Title I Program**

**The school district will offer a Target Assistance Title I program.**

### **Target Assistance Program**

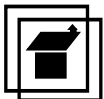
**Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students. A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.**

### **Academic Standards, Academic Assessments and Accountability**

The district will comply with the requirements as outlined in Policy 2415.01 - Academic Standards, Academic Assessments and Accountability in accordance with the NJDOE and NCLB.

### **Fiscal Responsibility**

The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and NCLB.



## Staff

The district will comply with the requirements as outlined in Policy 2415.03 – Highly Qualified Teachers in accordance with the NJDOE and NCLB. In addition, the district will ensure all paraprofessionals meet the requirements as required by NCLB and as outlined in Policy 4125 – Employment of Support Staff Members.

## Parental Involvement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement in accordance with the NJDOE and NCLB.

## Pupil Surveys, Analysis and/or Evaluations

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive federal funding from the United States Department of Education. The district will comply with the requirements as outlined in Policy 2415.05 - Pupil Surveys, Analysis and/or Evaluations in accordance PPRA.

## Unsafe School Choice Option

In the event there is a school in the district designated as Persistently Dangerous or in accordance with the Victims of Violent Criminal Offenses as outlined in NCLB, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and NCLB.

## Property

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program. Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and federal guidelines.

## Capital Expenses

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school pupils; ensure accounts for any capital funding is separately



maintained; **and** assure lease purchase agreements are consistent with applicable statute and administrative code.

### Post-Award Requirements

The school district will maintain all project records for five years following the completion of the activity for which the funds were used. The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

### Supplement, Not Supplant

Grant funds provide under federal programs, including No Child Left Behind funding, shall supplement, not supplant other non-federal funds that are available to provide programs and services to eligible students, unless otherwise provided in the grant program.

### State Waiver from Certain Provisions of No Child Left Behind (NCLB)

**The State of New Jersey may receive a waiver(s) from certain provisions of NCLB from the United States Department of Education. A waiver(s) may affect the applicability of the school district's NCLB policies and/or regulations. In the event a waiver(s) affects the applicability of Board of Education NCLB policies and/or regulations, the waiver provisions shall supersede current Board policies and/or regulations and the school district shall comply with the requirements as outlined by the New Jersey Department of Education in accordance with the waiver(s) application and approval(s) from the United States Department of Education.**

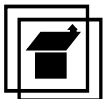
### Evaluation

The Superintendent will evaluate the NCLB programs as required by the United States and the New Jersey Departments of Education.

### No Child Left Behind Act of 2001

Adopted: 17 July 2012

Revised:



## 2431 ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.

For purpose of this policy, programs of athletic competition includes all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual pupils or teams of pupils when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district and any cheerleading program or activity in the school district.

The program of athletic competition includes all athletic lettered competitions.

### Eligibility Standards

A student who wishes to participate in a **program of** athletic competition must submit, on a form provided by the district, the signed consent of his/her parent(s) or legal guardian(s). The consent of the parent(s) or legal guardian(s) of a student who wishes to participate in a **program of athletic competition** interscholastic athletics must include an acknowledgment of the physical hazards that may be encountered in the **activity sport**.

Student participation in athletic competition shall be governed by the following eligibility standards:

### High School

#### Fall and Winter Sports

To be eligible for athletic competition during the first semester (September 1 to January 31) of the 10th grade or higher, or the second year of attendance in the secondary school or beyond, a student must have passed 27.5 credits. The Randolph Board of Education, however, requires 30 credits per year for eligibility. If a student does not meet the eligibility requirements, he or she



may be placed on probation. This is at the discretion of the Principal and depends on the student's total accumulated credits.

## Spring Sports

As per the NJSIAA to be eligible for athletic competition during the second semester (February 1 to June 30) of the 9th grade or higher, a student must have passed 13.75 credits. The Randolph Board of Education however requires that 15 credits have been earned in the first semester. If a student does not meet the eligibility requirements, he or she may be placed on probation. This is at the discretion of the Principal and depends on the student's total accumulated credits.

OR

A student in grade ten (10), eleven (11), or twelve (12) who in the previous school year earned twenty-five (25) percent of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. A student in grade nine (9), ten (10), eleven (11), or twelve (12) who in the fall semester earned twelve (12) and one-half percent of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A student who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his/her grades at the end of a marking period.

A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in sports. No student who has an unexcused absence for a school day may participate in an athletic competition scheduled for the afternoon or evening of that school day.

Notice of these eligibility requirements shall be given to students.

**Pupil participation in a program of athletic competition shall be governed by the following eligibility standards:**

- 1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school pupils must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA. Home schooled children are eligible to participate in the high school interscholastic athletic program of this district only if the school district, the parent/guardian, and the home schooled child comply with the Guidelines, Constitution, Bylaws, Rules and Regulations of NJSIAA, and the policies and regulations of the Board of Education.**





2. A pupil in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition. Must meet the criteria as outlined in the district's 5200.1 - Attendance – Tardiness High School Policy. A pupil who is serving an (in-school or out-of-school) suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
3. A pupil in any grade who fails to observe school rules for pupil conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

Notice of the school district's eligibility requirements shall be available to pupils.

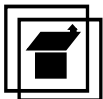
## Health Requirements

Good physical condition, freedom from injury, and full recovery from illness or injury are prerequisites to participation in school district sponsored programs of athletic competition and practice for such competition. Information concerning a pupil's HIV status shall not be screened as a part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. athletic physicals or reported in school health records.

Pupils enrolled in grades six to twelve must receive a medical examination prior to participation in school-sponsored interscholastic or intramural programs of athletic competition and any cheerleading program or activity.

~~An examination of each candidate for a school athletic squad or team~~ A medical examination is the assessment of an individual's health status. The examination shall be conducted within three hundred sixty five (365) days prior to the first practice session with examinations being conducted at the medical home or school physician of the ~~student~~ pupil. The "medical home" is defined as a health care provider and that provider's practice site chosen by the pupil's parent(s) or legal guardian(s) for the provision of health care. If a pupil does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facility. The parent(s) or legal guardian(s) may choose either the school physician or their own private physician to provide this medical examination.

The findings of this examination shall be documented on a form that is approved by the Commissioner of Education and shall include: immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.16; medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems; health screenings including height, weight, hearing, blood pressure, and vision; and physical examinations. A physical



**examination is the examination of the body by a professional licensed to practice medicine or osteopathy or an advanced practice nurse.**

**The medical examination shall also include a health history questionnaire completed and signed by the parent or legal guardian. A health history is a record of a person's past health events provided by the individual, a parent or legal guardian, or health care provider.**

**The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the pupil had or currently has any of the health conditions outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(1) since their last physical.**

The medical examination shall be conducted in accordance with N.J.A.C. 6A:16-2.2(h) ~~1 and 2.~~ The medical report shall include ~~a determination concerning the student's participation on an athletic team or squad from the examining physician, nurse practitioner/clinical nurse specialist, or physician's assistant.~~ **The medical report shall include, at a minimum, normalities as outlined in N.J.A.C. 6A:16-2.2(h)1.ii.(2).** The medical report shall be provided to the school physician if the school physician did not ~~provide~~ **conduct** the medical examination. **The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.**

If the student's medical examination was completed more than sixty (60) days prior to the first practice session, the student must provide a health history update of medical problems experienced since the last medical examination in accordance with N.J.A.C. 6A:16-2.2(h) ~~1.iii.~~ **4.** This health history **update** must be completed and signed by the parent(s) or legal guardian(s).

The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the student's participation ~~in the athletics,~~ based solely on the medical report, or the written reasons for the school physician's disapproval of the student's participation. The school physician's signature on the notification indicates the medical report complies with the requirements of N.J.A.C. 6A:16-2.2(h) ~~iv~~ **5.**

The health findings of this medical examination shall be maintained as part of the student's health record.



~~The medical examination conducted to determine the fitness of a candidate for athletic competition and the health history update must include, as a minimum, the respective medical history information and physical assessments set forth in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.~~

### Emergency Procedures

Athletic coaches shall be trained and certified in CPR **and in first aid to include sports-related concussion and head injuries, the use of a defibrillator**, the identification of pupil athletes who are injured or disabled in the course of any athletic **program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.**

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic **program or activity**. Emergency procedures shall be reviewed ~~by the Board~~ not less than once in each school year and shall be disseminated to appropriate staff members.

### Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts **the Constitution, Bylaws, the Rules and Regulations** of the New Jersey State Interscholastic Athletic Association as Board policy and shall review such rules **annually on a regular basis** to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events. All interscholastic athletic competitions are posted on the district website [www.rtnj.org](http://www.rtnj.org).

The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association, and the Iron Hills Conference.



The administration will assess a reasonable fee for athletic participation.

N.J.S.A. 2C:21-11;  
N.J.S.A. 18A:11-3 et seq.  
N.J.A.C. 6A:7-1.7; 6A:16-1.4;6A:16-2 et seq.

DRAFT

Adopted: 17 July 2012



R 2431.1 EMERGENCY PROCEDURES FOR ATHLETIC  
PRACTICES AND COMPETITIONS

A. Definitions

1. ~~“Athletic competition” and “athletic activities” mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts and include cheerleading.~~

**“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual pupils or teams of pupils when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.**

2. “Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.
3. ~~“Parent” means the parent(s) or legal guardian(s) having legal custody and control of a pupil~~ **“Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a pupil. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the pupil, as well as the natural or adoptive parent(s) of the pupil, provided such parental rights have not been terminated by a court of appropriate jurisdiction.**
4. “Pupil” means a pupil enrolled in this district and a pupil enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.



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### Practices and Competitions

#### B. Precautions

1. All ~~athletic~~ coaches, including assistant coaches, will be trained in first aid **to include sports-related concussions and head injuries, and in the identification of injured and disabled pupil athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.**
2. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
3. Pupils who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself/herself or to another pupil.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, **including but not limited to, the athletic trainer, school/team physician, and ambulance/first aid squad** ~~may~~ shall be present at ~~the following~~ athletic activities **and events as determined by the Superintendent.**
  - a. ~~The athletic trainer shall be present at all~~  
\_\_\_\_\_.
  - e. ~~The designated team doctor shall be present at all~~  
\_\_\_\_\_.

#### C. Emergency Procedures

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district.



## Emergency Procedures for Athletic Practices and Competitions

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall:
  - a. Summon **emergency personnel** ~~an ambulance~~ by calling 911; or
  - b. Arrange for the pupil's transportation to the nearest hospital or the office of the school medical inspector.
4. The athletic coach or his/her designee shall promptly notify the Building Principal, the Superintendent, and the pupil's parent(s) or legal guardian(s) of the pupil's injury or disability and the condition and location of the pupil.
5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These **emergency** procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district. **In the event the visiting team has health personnel or staff members present, and every effort shall be made to cooperate with the health personnel and/or staff of the district in which the pupil is enrolled.**

### D. Reports

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his/her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
  - a. The date of the incident;
  - b. The name, age, grade level, and gender of each injured or disabled pupil;



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- c. The district in which the pupil is enrolled;
  - d. The name and district of each pupil involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury or disability;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the pupil;
  - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil; and
  - i. A memorandum of the notice given to the pupil's parent(s) or legal guardian(s).
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours **or by the end of the next school day after** of the incident.
  3. The Building Principal shall report the incident to the Superintendent, who ~~shall~~ **may report the incident** to the Board.
  4. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his/her analysis to the Superintendent at the close of each sport season.
  5. The parent(s) or legal guardian(s) of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.
- E. Readmission to Athletic Activities

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his/her fitness to participate in athletics. Written notice of that determination, signed by the school medical inspector or designated team doctor as appropriate, shall be given to the pupil's parent(s) or legal guardian(s). **The prevention and treatment of suspected**





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**sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.**

Adopted: 15 January 2013  
Revised:

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R 2431.2 MEDICAL EXAMINATION TO DETERMINE FITNESS FOR  
PARTICIPATION IN ATHLETICS

A. ~~The~~ **A** medical examination conducted to determine the fitness of a pupil **in grades six through twelve** for participation in **a school-sponsored interscholastic or intramural athletic team or squad** ~~athletics~~ shall include, as a minimum, the following:

1. ~~Health~~ **Medical** History Questionnaire

**A health history questionnaire must be completed as part of the required medical examination.** ~~The~~ **A** medical history questionnaire **shall** ~~will~~ be completed and signed by the parent(s) or legal guardian(s) of the pupil, to determine whether the pupil:

- a. Has been medically advised not to participate in any sport, and the reason for such advice;
- b. Is under physician's care and the reasons for such care;
- c. Has experienced loss of consciousness after an injury;
- d. Has experienced a fracture or dislocation;
- e. Has undergone any surgery;
- f. Takes any medication on a regular basis, the names of such medication, and the reasons for such medication;
- g. Has allergies including, but not limited to: hives, asthma, or reactions to bee stings;
- h. Has experienced frequent chest pains or palpitations;
- i. Has a recent history of fatigue and undue tiredness;
- j. Has a history of fainting with exercise; ~~and~~
- k. Has a history of a family member who died suddenly; **and**



1. **Has a history of any past health events required to be reported to the examining physician, advanced practice nurse, or physician's assistant.**

2. **Report of Health Findings of the Medical Examination/~~Physical Examination~~**

The report of health findings of the medical examination for pupils in grades six through twelve participating in a school-sponsored interscholastic or intramural athletic team or squad shall be documented on the **Preparticipation Physical Examination Form** approved by the Commissioner of Education to determine whether the pupil had or currently has any of the following conditions since their last physical: ~~The medical examination shall also include a physical examination which includes, at a minimum, the following:~~

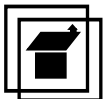
- a. **Injuries;**
- b. **Chronic or ongoing illness;**
- c. **Prescribed medication;**
- d. **Allergies;**
- e. **Head-related injuries;**
- f. **Heart related conditions;**
- g. **Eye, ear, nose, mouth, or throat conditions;**
- h. **Neuromuscular/orthopedic condition; and**
- i. **General or exercise related conditions.**

3. **Medical Report Determination**

The medical report shall include a determination concerning the pupil's participation from the examining physician, advanced practice nurse, or physician's assistant which includes, at a minimum, the following normalities:



- a. Measurement of weight, height, and blood pressure;
- b. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
- c. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;
- d. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;
- e. Examination of the nose to assess the presence of deformity which may affect endurance;
- f. Assessment of the neck, **back and spine** to determine range of motion ~~and~~ the presence of pain ~~association~~ **associated** with such motion **and abnormal curvature of the spine**;
- g. Examination of chest contour;
- h. Auscultation and percussion of the lungs;
- i. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate ~~before and after exercise~~;
- j. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;
- k. ~~Assessment of the back to determine range of motion and abnormal curvature of the spine;~~
- k l.** Examination of **upper and lower** extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities;
- l m.** Examination of the testes to determine presence and descent of both testes, abnormal masses or configurations, or hernia;
- m n.** Assessment of physiological maturation, and



# REGULATION

## RANDOLPH BOARD OF EDUCATION

PROGRAM

R 2431.2/page 3 of 3

Medical Examination to Determine Fitness for  
Participation in Athletics

- n e. Neurological examination to assess balance and coordination ~~and the presence of abnormal reflexes.~~

**The medical report shall indicate whether the pupil is allowed or disallowed to participate in a program of athletic competition and must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant. A form that is incomplete shall be returned to the pupil's medical home for completion. A pupil that does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.**

### B. Health History Update

**Each pupil whose medical examination was completed more than sixty days prior to the first practice session of the athletic competition shall provide a health history update of medical problems experienced since the last medical examination. The A health history update, completed **and signed** by the pupil's parent(s) or legal guardian(s), shall ~~provide information about any medical problems experienced by the pupil since the last medical examination. As a minimum, the health history update shall include the following~~ information, if any, about the ~~pupil~~ pupil's:**

1. Hospitalizations and operations;
2. Illnesses;
3. Injuries;
4. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and
5. Medications.

### C. Written Notification to Parent/Legal Guardian

**The school district will provide written notification to the parent(s) or legal guardian(s), signed by the school physician, stating approval of the pupil's participation in a program of athletic competition based solely on the medical report, or the reasons for the school physician's disapproval of the pupil's participation.**



# REGULATION

## RANDOLPH BOARD OF EDUCATION

PROGRAM  
R 2431.2/page 3 of 3  
Medical Examination to Determine Fitness for  
Participation in Athletics

Adopted: 15 January 2013  
Revised:

DRAFT



## 3281 INAPPROPRIATE STAFF CONDUCT

The Board of Education recognizes its responsibility to protect the health, safety and welfare of all pupils within this school district. Furthermore, the Board recognizes there exists a professional responsibility for all school staff to protect a pupil's health, safety and welfare. The Board strongly believes that school staff members have the public's trust and confidence to protect the well-being of all pupils attending the school district.

In support of this Board's strong commitment to the public's trust and confidence of school staff, the Board of Education holds all school staff to the highest level of professional responsibility in their conduct with all pupils. Inappropriate conduct and conduct unbecoming a school staff member will not be tolerated in this school district.

The Board recognizes and appreciates the staff-pupil professional relationship that exists in a school district's educational environment. This Policy has been developed and adopted by this Board to provide guidance and direction to avoid actual and/or the appearance of inappropriate staff conduct and conduct unbecoming a school staff member toward pupils.

School staff's conduct in completing their professional responsibilities shall be appropriate at all times. School staff shall not make inappropriate comments to pupils or about pupils and shall not engage in inappropriate language or expression in the presence of pupils. School staff shall not engage in inappropriate conduct toward or with pupils. School staff shall not engage or seek to be in the presence of a pupil beyond the staff member's professional responsibilities. School staff shall not provide transportation to a pupil in their private vehicle or permit a pupil into their private vehicle unless there is an emergency or a special circumstance that has been approved in advance by the Building Principal/immediate supervisor and the parent/legal guardian.

~~The Commissioner of Education has determined~~ Inappropriate conduct by a school staff member outside their professional responsibilities may be considered conduct unbecoming a staff member. Therefore, school staff members are advised to be concerned with such conduct which may include, but ~~are~~ **is** not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other medium that is directed and/or available to pupils or for public display.

A school staff member is always expected to maintain a professional relationship with pupils and protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.



# POLICY

## RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3281/page 2 of 2

Inappropriate Staff Conduct

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the ~~Assistant~~ Superintendent **or his/her designee**. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the Division of Youth and Family Services in accordance with N.J.A.C. 6A:16-10.1 et seq. and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Assistant Superintendent of all reports, including anonymous reports. The Assistant Superintendent will investigate all reports with a final report to the Superintendent of Schools. The Assistant Superintendent upon reviewing an initial report or the Superintendent, upon reviewing the Assistant Superintendent investigation report, may take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. **6A:16-11.1** ~~6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

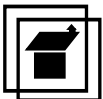
This Policy will be distributed to all school staff and provided to staff members at anytime, upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. ~~6A:16-10.1 et seq.~~ **6A:16-11.1**

Adopted: 17 July 2012

Revised:





## 4281 INAPPROPRIATE STAFF CONDUCT

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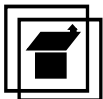
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A school staff member is always expected to maintain a professional relationship with pupils and school staff members shall protect the health, safety and welfare of school pupils. A staff member's conduct will be held to the professional standards established by the New Jersey State Board of Education and the New Jersey Commissioner of Education. Inappropriate conduct or conduct unbecoming a staff member may also include conduct not specifically listed in this Policy, but conduct determined by the New Jersey State Board of Education, the New Jersey Commissioner of Education, **an arbitration process**, and/or appropriate courts to be inappropriate or conduct unbecoming a school staff member.



# POLICY

## RANDOLPH BOARD OF EDUCATION

SUPPORT STAFF MEMBERS

4281/page 2 of 2

Inappropriate Staff Conduct

School personnel, compensated and uncompensated (volunteers), are required to report to their immediate supervisor or Building Principal any possible violations of this Policy. In the event the report alleges conduct by the Building Principal or the immediate supervisor, the school staff member may report directly to the ~~Director of Human Resources~~ **Superintendent or his/her designee**. In addition, school personnel having reasonable cause to believe a pupil has been subjected to child abuse or neglect or acts of child abuse or neglect as defined under N.J.S.A. 9:6-8.10 are required to immediately report to the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. **6A:16-11.1** ~~6A:16-10.1 et seq.~~ and inform the Building Principal or immediate supervisor after making such report. However, notice to the Building Principal or designee need not be given when the school staff member believes such notice would likely endanger the referrer or child(ren) involved or when the staff member believes that such disclosure would likely result in retaliation against the child or in discrimination against the referrer with respect to his/her employment.

Reports may be made in writing or with verbal notification. The immediate supervisor or Building Principal will notify the Superintendent of Schools of all reports, including anonymous reports. The ~~Director of Human Resources~~ **Assistant Superintendent** will investigate all reports with a final report to the Superintendent of Schools. The ~~Director of Human Resources~~ **Assistant Superintendent** or the Superintendent may, at any time after receiving a report take such appropriate action as necessary and as provided for in the law. This may include, but is not limited to, notifying law enforcement, notifying the ~~Division of Youth and Family Services~~ **New Jersey Department of Children and Families** in accordance with N.J.A.C. 6A:16-11.1 ~~6A:16-10.2 et seq.~~, and/or any other measure provided for in the law.

This Policy will be distributed to all school staff and provided to staff members at anytime upon request.

N.J.S.A. 18A:28-5 et seq.

N.J.A.C. ~~6A:16-10.1 et seq.~~ 6A:16-11.1

Adopted: 17 July 2012

Revised:



## 5300 USE OF DEFIBRILLATOR(S)

An automated external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). An AED is only to be attached to a victim who is unconscious and without signs of life. The AED will analyze the victim's heart rhythm and advise the operator if a shock is needed. If a shock is advised, the AED will charge to the appropriate energy level and advise the operator to deliver a shock. Anyone person who provides emergency care service, through the use of a heart defibrillator, shall be immune from civil liability, providing the district has a prescribing licensed physician and the person has been trained in cardio-pulmonary resuscitation and the use of a defibrillator. (N.J.S.A. 2A:62A-27).

### School Physician's Responsibilities:

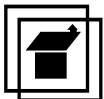
The School Physician is responsible for:

1. Authorizing the use and implementation of AED units within the school district.
2. Participating in AED/CPR training to keep certification active.

### Supervisor of Health Services Responsibilities:

The Supervisor of Health Services is responsible for:

1. Coordinating CPR/AED training each year for employees of the school district.
2. Communicating with maintenance to determine locations for AED storage cabinets and units within the schools and at central office.
3. Communicating with the school nurses to arrange CPR/AED training for district wide staff.
4. Suggesting revisions of the policies and procedures as needed.
5. Keeping a record of all trained personnel in the school district.
6. Monitoring the effectiveness of the program.



## School Nurse Responsibilities:

The School Nurse is the School Safety Officer for the AED Program.

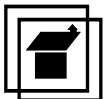
The School Nurse is responsible for:

1. Selecting the members of the Medical Emergency Response Team (MERT). The MERT will include the school nurse, Building Principal, and Assistant Principal(s).
2. Coordinating the training of the team members with the Supervisor of Health Services.
3. Notifying the local EMS providers about the existence of the AED program at the school and the location of the AED(s).
4. Contacting and activating the designated Medical Emergency Response Team (MERT) members and deploying them to the location of the emergency. This includes:
  - a. Assigning a team member(s) to respond directly to the location of the emergency.
  - b. Assigning a team member(s) to retrieve the AED and respond to the location of the medical emergency.
  - c. Assigning team member(s) to meet the responding EMS personnel and direct them to the location of the medical emergency.
5. Coordinating equipment and accessory maintenance.
6. Monitoring the effectiveness of the system.
7. Participating in AED/CPR training to keep certification active.

## Building Principals' Responsibilities

The Building Principal is responsible for:

1. Participating in AED/CPR training to keep certification active.



2. Communicating with the school nurse and faculty regarding the location, use, and training of the AED unit.
3. When the school nurse isn't readily available, the principal will assume the school nurse's role as the School Safety Officer for the AED Program.

Authorized AED Users :

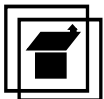
The AED Users are responsible for:

1. Receiving approval from the School Nurse to be an approved member of the MERT.
2. Successfully completing all the required training to be a MERT member including successfully completing an approved CPR and AED training program and possess a current successful course completion card.

Medical Emergency Response Team (MERT) Responsibilities

Members of the MERT are responsible for:

1. Activating the internal emergency response system and providing prompt basic life support including AED and first aid according to training and experience.
2. Understanding and complying with all the requirements of this policy.
3. Follow all policies and procedures of the MERT.
4. A predetermined member of the MERT is responsible for responding directly to the location of the emergency and, if necessary, performing CPR until the AED arrives.
5. A predetermined member of the MERT is responsible for bringing to the location of the emergency the AED, and any other first aid supplies according to the members training and experience.
6. A predetermined member of the MERT is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.



## School Receptionist Responsibilities

The School Receptionist is responsible for:

1. Receiving emergency medical calls from internal locations.
2. Understanding the extent of the illness or injury.
3. Contacting the local community EMS provider (911) for medical assistance.
4. Notifying the School Safety Officer (Nurse) of the emergency.

## Equipment

The AED and microkit (first aid emergency care kit) will be brought to all medical emergencies. Each AED will have a set of defibrillation electrodes and one spare set of electrodes within the AED case. The AED microkit, which is included with the AED package, contains two pairs of gloves, one razor, one pair of clothing shears, 2 antimicrobial wipes, one absorbent towel, one eye splash guard, one biohazard bag and one facemask barrier devise (CPR micromask).

The Safety Officer shall be responsible for ensuring that the defibrillation electrodes and the AED battery are within the expiration date listed on the equipment.

## Location of the AEDs:

The locations of the AED units are as follows:

- Randolph High School (~~3~~) **(4)** - Main office, The Commons, ~~Athletic Trainer~~ **1<sup>st</sup> floor D-wing and gymnasium lobby.**
- Fernbrook Elementary School - Hallway in between main office and the nurse's office.
- Shongum Elementary School - Hallway in between main office and nurse's office.
- Randolph Middle School (~~2~~) **(3)** - Outside main gymnasium, outside rear gymnasium, **outside room 153.**
- Center Grove Elementary School - Outside of gymnasium.



- Ironia Elementary School (2) - Hallway in between main office and nurse's office & across from room 117.
- Central Office - Hallway outside of kitchen area.
- ~~West Morris YMCA/Randolph Board of Education Pre-K Program (location to be determined).~~

#### Equipment Maintenance:

All equipment and accessories necessary for the support of the MERT shall be maintained in a state of readiness. The School Nurse shall be responsible for having regular equipment maintenance performed. All equipment maintenance shall be performed as outlined in the operating instructions.

#### Monthly System Check:

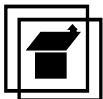
Once each calendar month, the School Nurse or his/her designee shall conduct and document a system check. These records shall be retained on file. The monthly system check shall include no less than the following elements:

1. Policy and Procedure are up-to-date.
2. Receptionist has a list of available units.
3. Emergency kits are stocked to par level.
4. AED units are at their assigned locations.
5. AED electrodes will not expire within the next two months.
6. AED battery will not expire within the next two months.
7. AED Active Status Indicator Light is blinking "GREEN".

#### Annual System Assessment

Once each calendar year, the School Nurse or his/her designee shall conduct and document system readiness review. This review shall include no less than the following elements:

1. Training records for faculty and staff for AED/CPR certification are current.



2. Equipment and operational and maintenance records are up to date.
3. Physician Medical Authorization records are on file.

## Action Plan Checklist

- First responder alerts main office of emergency situation via inter-com system, phone, two-way radio, or whatever means necessary.
- Main office will notify the School Safety Officer (school nurse) of the emergency (inter-com system phone, two-way radio). EMS will then be activated and the MERT will deploy to the location of the emergency.
- The School Safety Officer will be responsible for transporting the AED unit or assigning a team member to receive the AED and respond to the location of the emergency.
- In the event of the school nurse being out of the building, the principal, followed by the Assistant Principal(s), will assume the School Safety Officer responsibilities.
- A predetermined member of the MERT (Assistant Principal) is responsible for meeting the responding EMS personnel and directing them to the scene of the medical emergency.
- Members of the MERT will assist as needed with the treatment and care of the individual until EMS arrives.
- Parent(s)/Guardian(s) will then be contacted.
- Appropriate documentation forms will be completed following each incident.
- School Physician will be notified of incident.

N.J.S.A. 18A:11-1

N.J.S.A. 18A:20-1

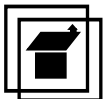
N.J.S.A. 18A:40-4

N.J.S.A. 2A:62A-27

N.J.S.A. 6A:16

Adopted: 17 July 2012

Revised:





### 6113 E-RATE

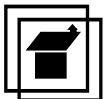
The Telecommunications Act of 1996 provides for a Federal funded program called the Universal Service Fund (USF) or E-Rate that is designed to provide affordable access to telecommunications services for all eligible schools and libraries in the United States. The program provides discounts on telecommunications services, Internet access and internal connections, and provides discounts of up to ninety percent to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. The purpose of this Policy is to provide guidance and direction so the Randolph Township School District can participate in the E-Rate program and this Policy assigns E-Rate responsibilities to school staff members to ensure the school district is in compliance with Federal Communications Commission and E-Rate participation requirements.

Full access to telecommunications and information resources makes possible the rich teaching and learning that take place in schools and libraries. For these institutions to provide the high level of service necessary for their pupils and patrons to participate fully in American society, the costs can be great. Telecommunications and Internet access, the hardware needed for assembling local networks, and maintenance of systems and machines can stretch budgets that are already under stress.

Universal Service Administrative Company (USAC) is responsible for processing applications for support, confirming eligibility, and reimbursing telecommunications companies and Internet access providers for discounted services delivered to eligible schools and libraries. USAC reviews applications, invoices, and other program information to ensure that applicants and service providers follow rules for the program set by the Federal Communications Commission (FCC). USAC also conducts Schools and Libraries Program beneficiary audits to ensure program compliance.

Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. All program participants must carry out a competitive bidding process to select the most cost-effective companies to provide the goods and/or services requested.

Once eligible school districts complete the competitive bidding process, applicants submit to USAC all information required to demonstrate compliance with the rules required for receiving support. After approving applications, USAC notifies applicants of a commitment to fund the acquisition of services. When applicants start receiving services, USAC makes payments to the companies selected to provide those services.



Funding may be requested under five categories of service: Telecommunications, Telecommunications Services, Internet Access, Internal Connections, and Basic Maintenance of Internal Connections. Discounts for support depend on the level of poverty and the urban/rural status of the population served and range from twenty percent to ninety percent of the costs of eligible services.

Eligible participants include public and most non-profit Kindergarten through grade twelve schools as well as all public and many private libraries. Guidance on the eligibility requirements to participate in the E-Rate Program is available on the USAC website at [www.usac.org](http://www.usac.org).

This Policy provides the steps to be used by this school district to receive E-Rate discounts.

## Technology Plan

A Technology Plan is a plan prepared by the school district that explains how telecommunications and information technology will be used to achieve educational goals, curriculum reforms, or library service improvements. School districts applying for Priority 2 services (Internal Connections and Basic Maintenance) must prepare a technology plan.

In general, Technology Plans should not cover more than three years. Technology Plans should be written (at least in draft form) before an FCC Form 470 is posted to the USAC website in order to support the requests for services featured on that form, cover all twelve months of the funding year, and be approved by a USAC-certified Technology Plan Approver (TPA) before an FCC Form 486 is filed and before services start.

Technology Plans must, at a minimum, contain: clear goals and a realistic strategy for using telecommunications and information technology to improve education or library services; a professional development strategy to ensure that members of the staff know how to use these new technologies to improve education or library services; a needs assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education or library services; and an evaluation process that enables the school district to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise.

In order to be eligible for E-Rate funding, the school district must have its Technology Plan approved for E-Rate use by the New Jersey Department of Education.

The Technology Director shall be responsible for developing the school district's technology plans and submitting the plans for approval to the New Jersey Department of Education.



## Competitive Bidding Process

A competitive bidding process is a formal process to identify and request the products and services a school district needs so potential service providers can review these requests and submit bids. To open the process, the school district must post an FCC Form 470 to the USAC website and, if the school district chooses to or if required by the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., issue a Request for Proposals or prepare bid specifications.

The school district will determine eligible E-Rate funding products and services based on the needs as outlined in the school district's approved New Jersey Department of Education Technology Plan or as identified by the Superintendent, in consultation with school district administrative and technology staff members.

The entity that will run the competitive bidding process (which may be the school district, a State procurement agency, or another entity that the district has authorized to negotiate on its behalf with a Letter of Agency (LOA) or similar document) must file the FCC Form 470 (Description of Services Requested and Certification) and must be prepared to receive and evaluate bids and negotiate with service providers.

The FCC Form 470 for the upcoming funding year is generally available online on the USAC website a year before the start of the funding year. FCC Form 470 can be filed for a particular funding year as soon as it becomes available online. The entity filing the FCC Form 470 must wait at least twenty-eight days after the date that the FCC Form 470 is posted and the date the RFP is issued, whichever is later, before closing the competitive bidding process. Services provided under tariff or on a month-to-month basis require an FCC Form 470 to be posted each year. If, however, a multi-year contract results from the competitive bidding process, it is not necessary to post a new FCC Form 470 until a new contract is required.

After the FCC Form 470 is posted to the USAC website, USAC will issue an FCC Form 470 Receipt Notification Letter (RNL). This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The Business Administrator will review the RNL to ensure the products and services included in the RNL are accurate and will notify USAC within fifteen days of the postmark date of the RNL if there are any required revisions. If an unallowable correction on the Form 470 is identified, the district must post and certify a new Form 470 within the filing window. A new Form 470 must be posted at least twenty-eight days prior to signing a contract or selecting a service provider.

The entity filing an FCC Form 470 can issue a Request for Proposals (RFP) in addition to the FCC Form 470. For the purposes of this Policy, an RFP is a formal bidding document that describes the project and requested services in sufficient detail so that potential bidders



understand the scope, location, and any other requirements. The district's formal bidding documents must indicate the district will accept bids on equal and/or equivalent goods or services. The district is not required to issue an RFP unless the State or local procurement rules or regulations require the district to do so. If the district issued or intends to issue an RFP, that information must be included on the FCC Form 470 along with information on how to obtain a copy of the RFP.

The entity filing the FCC Form 470 must ensure the competitive bidding process is open and fair. All bidders must be treated the same and no bidder can have advance knowledge of the project information. There shall be no secrets in the bidding process, such as information shared with one bidder but not with others. All bidders shall know what is required of them.

Service providers and potential service providers cannot offer or provide gifts to applicants and no school district employee or official shall solicit or accept a gift of any value from a service provider or potential service provider. These prohibitions are in effect during the entire funding year. In addition, the value of free services (e.g., price reductions, promotional offers, "free" products) must generally be deducted from the pre-discount cost of funding requests.

The competitive bidding process and the FCC 470 RNL process shall be coordinated and supervised by the Business Administrator.

## Selecting Service Providers

After the close of the competitive bidding process, the school district shall evaluate the bids received and choose the bid that is the most cost-effective with the price of the E-Rate eligible products and services as the primary factor. The district may consider as many factors in this evaluation as it wants, but the price of the E-Rate eligible products and services must be included as a factor and must be weighted more heavily than any other single factor. The FCC Form 470 and the Request for Proposals (RFP), if issued, must both have been publicly available for a twenty-eight day period, whichever is later, before the district can close its competitive bidding process. Any evaluation of bids shall be in accordance with the New Jersey Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq. and FCC Competitive Bidding Rules.

Preparing a Bid Evaluation Matrix helps evaluate bids and also provides documentation of the process followed to select a service provider. The Bid Evaluation Matrix shall be completed by Business Administrator. All copies of bids (successful and unsuccessful), evaluation criteria, vendor contact information, and the signed contract shall be retained in accordance with the document retention guidance outlined in this Policy. The district can receive services:



1. Under tariff or on a month-to-month basis - Services such as basic telephone service or Internet access may not require a contract. The district must post an FCC Form 470 and open a competitive bidding process for these services each year.
2. Under a contract - Tariffed or month-to-month services provided under a contract are considered to be contracted services. Also, internal connections and basic maintenance products and services are generally provided under a contract. If the district posts an FCC Form 470 and signs a multi-year contract resulting from that posting, the district does not have to post an FCC Form 470 or open a competitive bidding process again for the life of that contract.

If the district intends to receive services under contract, the contract must have been preceded by the filing of an FCC Form 470 (NOTE: If the district has an existing contract that was not signed as a result of posting an FCC Form 470, the district can post an FCC Form 470 for the next funding year and consider its existing contract as a bid response. The district must evaluate any other bids received as well, as the district's existing contract may not be the most cost-effective solution.). The entity that filed the FCC Form 470 must also have followed the Schools and Libraries Program's competitive bidding rules and all applicable State and local contract and procurement rules and regulations.

The Board shall approve all contracts for products or services if the products or services were bid in accordance with N.J.S.A. 18A:18A-1 et seq., where an RFP was used to obtain proposals, or any contract to be awarded in excess of \$36,000.

The district may sign a contract, which may be for one or more years and may include the option of voluntary extensions. If the district is eligible, it can purchase services from a State master contract; however, the district must file their own FCC Form 470 and use the State master contract pricing as a bid to consider in evaluating all potential bids. If the district is eligible to purchase from a State master contract, but that contract will expire before or during the upcoming funding year, the district and the State of New Jersey should follow the guidance for State replacement contracts (See State Master Contracts section on USAC website at [www.usac.org](http://www.usac.org)).

The evaluation of bids and the selection of service providers or recommending service providers to the Board of Education, if required, shall be the responsibility of the Business Administrator.

### Applying for Discounts

To apply for Schools and Libraries Program discounts, the district must file an FCC Form 471 to provide USAC with information about the services being requested and the eligible



discount(s). USAC will review the request, may ask for additional information, and will then issue a funding decision.

All contracts, if contracts are required, must be signed and dated before the FCC Form 471 is submitted to USAC.

The FCC Form 471 must be filed during a specific application window each year. In general, the application filing window opens about six months before the start of the funding year and is open for about two and a half months. All applications received or postmarked before the close of the filing window are considered as having arrived on the same day, and have priority over those submitted after the filing window has closed. The specific opening and closing dates of the filing window are published in advance on the USAC website.

After the FCC Form 471 is certified online or on paper, USAC will issue an FCC Form 471 Receipt Acknowledgment Letter (RAL). The RAL shall be reviewed by the Business Administrator within twenty calendar days of the school district's receipt of the RAL. This letter includes much of the information featured on the form, provides a means to correct certain errors, and discusses the next steps in the application process. The information the district must provide on the FCC Form 471 includes the following:

1. Entity numbers (also called Billed Entity Numbers (BENs)) for all entities receiving service (recipients of service), together with specific information for each entity (Block 4 of the form).
2. NCES and/or FSCS codes for entities receiving service (Block 4).
3. Information on telephone and Internet access connections and speeds (Block 2).

For each funding request (a service or set of services specific to both a category of service and a service provider) the district must also provide:

1. Either an actual count of pupils eligible for the National School Lunch Program or Federally-approved alternative mechanisms to determine the level of poverty for purposes of the universal service discount program. The district may obtain additional guidance on alternative mechanisms on the USAC website at [www.usac.org](http://www.usac.org).

School districts that choose not to use an actual count of pupils eligible for the National School Lunch Program may use only the Federally-approved alternative mechanisms contained in Title I of the Improving America's School Act, which equates one measure of poverty with another (See [FCC 97-157](#) - paragraph 510).



In the event the district elects to use a Federally-approved alternative mechanism, the details will be provided

The Business Administrator will verify the student data used to calculate discounts in accordance with the eligibility requirements of the National School Lunch Program and the New Jersey Department of Agriculture.

2. Specific information on each service or set of services the district is requesting, including:
  - a. Name and Service Provider Identification Number (SPIN) of the service provider;
  - b. Cost of the service;
  - c. Contract number and other contract details (if there is a contract);
  - d. Start and end dates of service;
  - e. Worksheet(s) identifying the entity or set of entities receiving each service; and
  - f. A detailed description of products and services, referred to as an Item 21 attachment. These products and services shall be reviewed by the Business Administrator to ensure they are eligible for E-Rate funding according to the current Eligible Service List as published on the USAC website.

The district's certified FCC Form 471 and Item 21 attachment(s) are due on or before the close of the application filing window.

The school district is only able to receive support for internal connections in two of every five funding years. This applies to individual recipients (individual schools, libraries, or non-instructional facilities). For each eligible entity, the five-year period begins in any year in which that entity receives support for internal connections. Entities can use two years within any five-year period, looking back and looking forward from that year. FY 2007 was the first year that entities were ineligible for internal connections funding based on this rule (for entities that received funding for both FY 2005 and FY 2006 internal connections requests). USAC provides a **Two-in-Five Tool** that provides information on the school district's eligibility for funding of internal connections requests for multiple funding years. This rule does not apply to telecommunications and Internet access services or to basic maintenance of internal connections



services categorized as Priority 2. Basic maintenance services are eligible for support each year if they are necessary to the operation of the internal connections network. The school district will be considered to have used a year if it has been specified in the FCC Form 471 Block 4 worksheet cited on one or more approved internal connections funding requests in that year.

The Business Administrator shall be responsible for applying for discounts from the School and Libraries Program.

## Application Review

After the district files an FCC Form 471 and the associated Item 21 attachment(s) within the filing window, Program Integrity Assurance (PIA) reviewers at USAC will check the information on the form for completeness and accuracy and may have additional questions for the district to answer. All applications go through an initial review and a final review, which may involve questions from PIA reviewers on one or more of the following topics:

1. Eligibility of the entities receiving service (this review step generally occurs for entities that have not appeared on a previous application);
2. Eligibility of the services requested;
3. Discount calculations;
4. Contracts;
5. The competitive bidding process; and/or
6. Any discrepancies between the information on the funding request and the associated Item 21 attachment.

The district must indicate the preferred mode of contact on FCC Form 471 Item 6c (telephone), 6d (fax), or 6e (email). Because PIA reviewers send written questions by fax or email, they will call the district and ask for a fax number or email address if the district indicated telephone as the preferred mode of contact. The district will have fifteen days to respond to PIA questions. The district can ask for more time, if needed, but a request for additional time will add more time to the review process.

Some applications undergo additional review - Selective Review is one example - where PIA reviewers may request more detailed responses that can include:





1. Documentation of the competitive bidding and service provider (vendor) selection processes;
2. Documentation of the district's ability to pay the non-discount share (the portion of the cost of eligible products and services not reimbursed by USAC); and/or
3. Proof the district has obtained necessary resources (i.e., hardware, software, staff training, electrical capacity, retrofitting) that are not eligible for Schools and Libraries Program discounts, but that must be in place to make effective use of the discounted services.

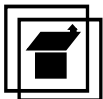
As part of the review process, PIA reviewers may be required to change the category of service on a Funding Request Number (FRN). If PIA reviewers discover there are ineligible services in a funding request, the district will be able to remove them or move them to a separate request to avoid denial under the thirty percent rule. After the PIA review process has been completed, USAC issues a Funding Commitment Decision Letter (FCDL) containing USAC's decisions on the district's funding requests. The district should review this letter carefully, as it contains important information both for planning the start of the receipt of services and for completing the additional steps in the application process. If the district disagrees with one or more of the decisions in the FCDL, the district can appeal to USAC or to the Federal Communications Commission (FCC).

The Business Administrator shall be responsible for preparing and providing the requested documentation for the application review(s).

### Starting Services

After the district receives the Funding Commitment Decision Letter (FCDL) and the delivery of services has started, the Business Administrator shall be responsible for: filing a FCC Form 486 to inform USAC that services for which the district has been approved for discounts have started and invoicing can begin; assuring the district's Technology Plan, if required, has been approved by a USAC-certified Technology Plan Approver and the district is in compliance with the Children's Internet Protection Act (CIPA), 47 CFR 54.520, or CIPA does not apply because the district's application is only for Telecommunications Services and/or Interconnected Voice over Internet Protocol (VoIP) services. CIPA requirements include an internet safety policy, a technology protection measure, a public notice hearing or meeting, the monitoring of online activities of minors, and providing education to minors on appropriate online behavior.

The Technology Director shall be responsible for reviewing the originating purchase order and/or contract to ensure the products and services on the purchase order or contract have been



received in the district, and the invoice from the provider is consistent with the purchase order/contract and products and services received.

In advance of the start of services, the district and its service provider(s) should have a conversation about the details of the services the district will be receiving. The district should also review the contract, if there is a contract. In addition, the district should determine whether the district or its service provider will invoice USAC for the discounted amount of the cost of the services. Under certain circumstances, advanced installation of some Priority 1 components can occur before July 1 of the funding year.

The district can file an FCC Form 486 early (before services have started) if the district:

1. Received its FCDL; and
2. Services will start in the month of July; and
3. The district can truthfully make all of the certifications in Block 4, which include compliance with the technology plan and CIPA requirements; and
4. The district is filing the form on or before July 31.

NOTE: Early filing using Item 6a on the FCC Form 486 is an option if and only if services will start within the month of July of the relevant funding year, all relevant certifications in Block 4 can be accurately made, and the FCC Form 486 is postmarked on or before July 31 of the Funding Year.

The district must be in compliance with the Schools and Libraries Program's technology plan requirements and the requirements of CIPA before services start. USAC cannot pay discounts on services received during a period of time when the district was not in compliance. USAC may review the district's compliance with these requirements either before or after the district's FCC Form 486 is processed.

The FCC Form 486 must be certified no later than one hundred twenty days after the service start date or one hundred twenty days after the date of the FCDL, whichever is later. Filing late can result in a reduction in funding; the later the filing date, the greater the reduction.

After USAC completes the processing of the district's FCC Form 486, USAC will issue an FCC Form 486 Notification Letter. This letter features the information the district provided on the form and outlines the next steps in the application process. If USAC was required to adjust the service start date for a funding request due to a compliance issue, the service start date in the letter will be marked with an asterisk and followed by an explanation of the reason for the adjustment.



To be eligible for program support, eligible services must be received during a specific period of time related to the particular funding year for which discounts are requested. Recurring services must be delivered during the relevant funding year (July 1 through June 30). In general, non-recurring services must be delivered and installed between July 1 of the relevant funding year and September 30, following the June 30 close of that funding year (i.e., fifteen months after the beginning of the funding year). However, certain recipients have received or may receive extensions of the deadline for delivery and installation of non-recurring services. Such extensions can occur for various reasons, including:

1. A Funding Commitment Decision Letter (FCDL) was issued by USAC on or after March 1 of the funding year for which support was authorized.
2. Operational SPIN changes or service substitutions were approved by USAC on or after March 1 of the funding year.
3. The school district or service provider requested an extension because the service provider was unable to complete delivery and installation for reasons beyond the service provider's control.
4. The school district or service provider requested an extension because the service provider has been unwilling to complete delivery and installation after USAC withheld payment for those services on a properly-submitted invoice for more than sixty days after submission of the invoice.

USAC will automatically extend the service delivery deadline in situations where criteria (1) or (2) listed above are met. Recipients of non-recurring services that wish to satisfy criterion (3) must submit documentation to USAC on or before September 30 following the close of the funding year. A recipient of service that meets criterion (4) must certify to USAC on or before September 30 following the close of the funding year that its service provider was unwilling to deliver or install non-recurring services before the expiration of the deadline after USAC had withheld payment for those services on a properly submitted invoice for more than sixty days after the submission of the invoice.

The Business Administrator shall be responsible to coordinate the filing of the FCC Form 486.

## Invoicing

After USAC has processed the district's FCC Form 486, the district or its service provider can begin the process of invoicing USAC for the discount share of the approved eligible services. The Technology Director, in consultation with the school business office staff member responsible for authorizing the payment of invoices, shall be responsible for reviewing the



originating purchase order and/or contract, the products or services on the purchase order or contract have been received by district, and the invoice from the service provider is consistent with the purchase order or contract. The Business Administrator shall only submit reimbursement requests to USAC for eligible products and services once the district's non-discounted portion is paid.

There are two methods that can be used to invoice USAC. Once USAC has processed an invoice for a funding request, that method of invoicing must be used for that particular funding request for the remainder of the invoicing process.

1. Invoice Method #1

Applicants file FCC Form 472, Billed Entity Applicant Reimbursement (BEAR) Form if the district paid the service provider in full for the services and want to be reimbursed for the discount amount. The service provider must approve the form before it is submitted to USAC. USAC will review the invoice and process a payment to the service provider if payment is approved. The service provider then passes the reimbursement on to the applicant.

2. Invoice Method #2

Service providers file FCC Form 474, Service Provider Invoice (SPI) Form if they have provided discounted bills to their customer and want to be reimbursed for the discount amount.

Under both invoice methods, USAC will review the invoice and process a payment to the service provider if payment is approved. Applicants are required to pay the non-discount portion of the cost of the services.

The district can file a BEAR Form after all of the following have occurred:

1. The district received a Funding Commitment Decision Letter (FCDL); and
2. The district has filed, and USAC has processed, an FCC Form 486; and
3. The district's service provider has filed an FCC Form 473, Service Provider Annual Certification (SPAC) Form (disbursements cannot be made until the SPAC has been filed with USAC); and
4. The district paid for the service in full; and



5. In general, the services must have been delivered (an exception can be made for progress payments specified in a contract).

The district must file, and the service provider must approve, BEAR Forms no later than one hundred twenty days after the last day to receive service or one hundred twenty days after the FCC Form 486 Notification Letter date, whichever is later. If the deadline is missed the district can request an invoice deadline extension.

After processing the district's BEAR Form, USAC will issue a BEAR Notification Letter with information about the processing of the district's form. If the district needs more information about a reduction or denial of payment, the district should refer to the invoice error code(s) featured on the letter.

After the end of each calendar quarter, USAC issues a Quarterly Disbursement Report that details all invoicing activity, BEAR Forms, and SPI Forms processed during that quarter for all funding years. This report allows the district to track all of the invoicing activity related to the district's Billed Entity Number (BEN). The district can initiate an invoice check if it would like to be notified each time the district's service provider submits a SPI Form.

The Business Administrator shall be responsible to ensure that all eligible E-Rate goods and services have been received, the service provider invoices are correct and the district's non-discounted portion of the invoice has been paid before submitting invoices to USAC. The Business Administrator shall review the eligible reimbursements that are made to any service provider to ensure the amounts being billed to USAC and the school district equal 100% of the invoiced amount. The Business Administrator will notify USAC and the provider in the event there are any problems with this reconciliation.

### Annual Policy Review

The Assistant Superintendent shall be responsible to ensure this Policy is reviewed annually and make recommendation for any revisions to this Policy as needed.

### Document Retention

All documents related to the E-rate Program, including but not limited to, the application process, the competitive bidding/vender selection process, and the invoicing process shall be retained for at least five years after the last date of service delivered for a particular funding year or in accordance with the New Jersey Division of Archives and Records Management Schedules of Record Retention, whichever is longer.

Adopted:



## 0164 CONDUCT OF BOARD MEETINGS

### Parliamentary Authority

Roberts' Rules of Order, Newly Revised, shall govern the Board of Education in its deliberations and acts in all cases in which it is not inconsistent with statutes of the State of New Jersey, rules of the State Board of Education, or these bylaws.

### Presiding Officer

The President shall preside at all meetings of the Board. In the absence, disability, or disqualification of the President, the Vice President shall act in his/her place; if neither person is present, any member shall be designated by a plurality of those present to preside. The act of any person so designated shall be legal and binding.

### Announcement of Adequate Notice

The person presiding shall commence each meeting with an announcement of the notice given for the meeting or a statement regarding the lack of adequate notice, in accordance with law.

### Agenda

The Board Secretary in consultation with the Superintendent shall prepare an agenda of items of business to come before the Board at each meeting. The agenda shall be delivered to each Board member no later than two days before the meeting and shall include such reports and supplementary materials as are appropriate and available.

The order of business shall be as follows:

- Call to Order
- Roll Call
- Closed Session
- Pledge of Allegiance
- Review or Approval of Minutes
- Correspondence
- President's Report
- Superintendent's Report
- Student Council Representative Report
- Committee Reports
- Liaison Reports
- Public Discussion



# BYLAWS

## RANDOLPH BOARD OF EDUCATION

BYLAWS  
0164/page 2 of 2  
Conduct of Board Meetings

Old Business  
New Business  
Adjournment

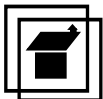
### Open Board Meeting Policy

The Randolph Township Board of Education believes that the public should have access to all phases of deliberation, policy formulation, and decision-making of the school district. Therefore, all meetings of the Board shall be open to the public with the exception of meetings at which the following are discussed:

1. Matters legally rendered confidential.
2. Matters that would impair the receipt of federal funds.
3. Matters, the disclosure of which would constitute unwarranted invasion of individual privacy.
4. Any proposed collective bargaining agreement, including negotiations sessions.
5. Matters concerning the purchase, lease, acquisition of real property or investment where the disclosure could adversely affect public interest.
6. Matters that could compromise the school district's ability to protect the safety of public and property.
7. Investigations of possible violations of law.
8. Pending or anticipated litigation or contract negotiation.
9. Matters involving the employment, appointment, termination, terms and conditions of employment, evaluation, promoting or disciplining of any prospective or current Board employee or officer.
10. Any deliberations occurring after a public hearing that may result in a civil penalty or loss of license to individual.
11. Matters falling within attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

N.J.S.A. 10:4-10  
N.J.S.A. 18A:16-1.1

Adopted: 17 July 2012  
Revised:



9270 HOME SCHOOLING AND EQUIVALENT EDUCATION  
OUTSIDE THE SCHOOLS

The Board of Education encourages the enrollment of all children of school age resident in the district in public schools or in approved private schools so that they may enjoy the benefits of a well-planned educational program and the socialization possible in a group environment.

Every parent, legal guardian or other person having custody and control of a child between the ages of six and sixteen years shall cause such child regularly to attend the public school or a day school in which there is given instruction equivalent to that provided in the public schools for children of similar grades and attainments or to receive equivalent instruction elsewhere than at school. The Board recognizes its responsibility for assuring that every child of school age resident in the district is enrolled in a public or private school or is offered an equivalent thorough and efficient education elsewhere than at school. The Board acknowledges that parents have a constitutional right to choose the type and character of education they feel is best suited for their children, be it secular or sectarian. Home schooling is an option that parent(s) or legal guardian(s) may choose to educate their children. When parents choose this option the program will be carried out in the pupil's home rather than the school.

In the event a child is receiving an education outside the district schools, the Superintendent may report to the appropriate municipal authorities children whom he/she has reason to believe are not offered instruction outside the schools equivalent to that offered in the public schools for children of similar ages or attainments. If the Superintendent makes such report, the parent(s) or legal guardian(s) of a pupil receiving instruction elsewhere other than school may notify the Superintendent of their child's educational program status and provide sufficient information to satisfy the district that equivalent instruction is being offered.

The parent(s) or legal guardian(s) or other person having charge and control of a child between the ages of six and sixteen, who shall fail to comply with any of the compulsory education provisions of N.J.S.A. 18A:38 et seq. relating to his/her duties, shall be deemed to be a disorderly person and shall be subject to a fine.

If a child who seeks admission to this the school district from a program of home schooling, the school district will evaluate the work of the child to determine his/her appropriate grade placement. The Superintendent or designee will objectively evaluate the child's skill and achievement levels, as it would with any transfer pupil, before making a determination as to the acceptability of credits and/or the appropriate grade level placement.





When children are educated at home and are not enrolled in a school, the school district will not provide any of the entitlements or privileges of pupils enrolled in the school district unless specifically provided in the federal special education laws. However, the Board upon the recommendation of the Superintendent may permit home-schooled students to participate in **extracurricular and / or** co-curricular activities and/or athletics on a case-by-case basis. Home schooled students who are granted the privilege of participating in the District's co-curricular or athletic programs are required to strictly adhere to the District's code of conduct and discipline policies as well all policies governing co-curricular activities and athletics. This includes, but is not limited to Policies 2430- Co-Curricular Activities and 2431-Athletic Competition, except that home schooled students are exempt from the credit/grade-point eligibility requirements of policy 2431-Athletic Competition so long as they are diligently pursuing their studies at home. Home schooled pupils shall recognize that participation in these activities is a privilege and not a right and that such privilege may be revoked at any time by the activity advisor or coach, in consultation with the Principal, Assistant Superintendent or Superintendent of Schools for failure to comply with District rules and policies.

A child educated at home shall not receive a state endorsed high school diploma from the Board of Education.

N.J.S.A. 18A:38-25; 18A:38-25 through 18A:38-31  
U.S.C.A. 1401 et seq.

Adopted: 17 July 2012  
Revised:

