

0134 BOARD SELF EVALUATION

~~The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability. The Board further believes that the improvement and growth of any institution depends upon an honest appraisal of its strengths and weaknesses. The Board accepts, therefore, responsibility for the conduct of a systematic program of self-evaluation and appraisal. The standards against which the Board will evaluate itself will be the educational goals, bylaws, and policies duly adopted by this Board.~~

The Board of Education may determine to conduct a self-evaluation on a periodic or regular basis. In the event the Board determines to conduct a self-evaluation, it ~~The Board will annually~~ adopt an evaluation instrument that permits individual Board members to record their assessments of the **conduct of the Board in fulfilling its responsibilities in accordance with applicable statutes and administrative codes** ~~conduct of Board meetings, the fiscal management of the district, the conduct of the instructional program, and the relationship of the Board with the Superintendent, other district staff members, and the community.~~

~~The assessments of Board members will be tabulated by the Board President or designee and presented for discussion at a regular meeting of the Board in which the Superintendent will be invited to participate~~ **distribute to all members of the Board.** The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's **future conduct** ~~in the ensuing school year.~~

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

Adopted: 17 July 2012

Revised:



0152 BOARD OFFICERS

The Board of Education shall organize **at its first regular meeting** by electing one of its members as President and another as Vice-President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a ~~roll-call~~ vote when the nominations for that office are closed. The candidate receiving ~~the votes of~~ a majority **vote** of ~~the Board~~ **of the Board present and constituting a quorum** will be elected to office. ~~In the event no candidate receives a majority of the votes cast, a second election shall be conducted between the two candidates receiving the highest number of votes.~~

Voting shall take place by verbal roll call **vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.**

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the **Executive** County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote ~~of all~~ of the **Board** members **present and constituting a quorum of the Board**. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the **Executive** County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 17 July 2012

Revised:



TEACHING STAFF MEMBERS

3212/page 1 of 2

Attendance

Feb 15

M

3212 ATTENDANCE

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Because Staff member absenteeism exacts a high cost in the depletion of district resources and in the disruption of~~ **disrupts** the educational program, ~~and the Board of Education is vitally interested in the attendance of each employee and~~ considers conscientious attendance an important **component of a staff member's** criterion of satisfactory job performance.

~~The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences ~~without good cause~~ may be subject to **appropriate consequences** ~~discipline~~, which may include the withholding of ~~one or subsequent~~ a salary increments, **dismissal**, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the **collective bargaining agreement** ~~contract~~ negotiated with the member's majority representative, **in an individual employment contract**, or provided in the policies of the Board. **In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.**

The Superintendent, **in consultation with administrative staff members, will review** ~~is directed to ascertain~~ the rate of absence among the ~~professional staff members, in accordance with rules of the State Board of Education.~~ **Whenever the rate of absence in any school year is higher than three and one-half percent, the Superintendent shall develop and present to the Board a plan for the review and improvement of staff attendance.** The review ~~and improvement plan shall require~~ **will include** the collection and analysis of attendance data, the training of teaching



staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1 et seq.

Adopted: 17 July 2012

Revised:

DRAFT



SUPPORT STAFF MEMBERS

42142/page 1 of 2

Attendance

Feb 15

42142 ATTENDANCE

The regular and prompt Employee attendance of support staff members is an essential element in the efficient important factor in the successful operation of the any school district and the effective conduct and in the maintenance of the continuity of the educational program. Staff member absenteeism disrupts the educational program and tThe Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important component criterion of a staff member's satisfactory job performance.

~~The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.~~

~~The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.~~

~~The Superintendent shall develop regulations to implement this policy.~~

A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences may be subject to appropriate consequences, which may include the withholding of a salary increment, dismissal, and/or certification of tenure charges.

In accordance with N.J.S.A. 18A:30-1, sick leave is defined to mean the absence from work because of a personal disability due to injury or illness or because the support staff member has been excluded from school by the school medical authorities on account of contagious disease or of being quarantined for such a disease in the staff member's immediate household. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for in the collective bargaining agreement negotiated with the member's majority representative, in an individual employment contract, or provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, the Superintendent or Board of Education may require a physician's certificate to be filed with the Secretary of the Board in order to obtain sick leave.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among the staff members. The review will include the collection and analysis of attendance data, the training of support staff members in their attendance responsibilities,



and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1 et seq.

Adopted: 17 July 2012
Revised:

DRAFT



5305 HEALTH SERVICES PERSONNEL

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board ~~may~~ **will** appoint a lead school physician to serve as health services director if more than one school physician is required. The school physician shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services.

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

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies pursuant to N.J.A.C. 6A:16-2.1(a);
2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including **students** ~~those~~ covered by 20 U.S.C. § 1400 et seq., Individuals with Disabilities Education Improvement Act;
- ~~3. Consultation to the Board of Education, school district administrators, and staff as needed;~~
- ~~34.~~ Physical examinations conducted in the school physician's office or other comparably equipped facility for **students** ~~pupils~~ who do not have a medical home or whose parent(s) or legal guardian(s) has identified the school as the medical home for the purpose of a sports physical examination;
- ~~45.~~ Provision of written notification to the parent(s) or legal guardian(s) stating approval or disapproval of the **student's** ~~pupil's~~ participation in athletics based upon the medical report;
- ~~56.~~ Direction for professional duties of other medical staff;
- ~~67.~~ Written standing orders that shall be reviewed and reissued before the beginning of each school year;
- ~~78.~~ Establishment of standards of care for emergency situations and medically-related care involving **students** ~~pupils~~ and school staff;



89. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of ~~students~~ ~~pupils~~ and staff and assistance with the delivery of school health services;
940. Review, as needed, of reports and orders from a ~~student's~~ ~~pupil's~~ medical home regarding ~~student~~ ~~pupil~~ health concerns;
1044. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
1142. Review, approval, or ~~detail~~ **denial with** ~~of reasons for denial~~ of a **medical home determination of a student's** ~~pupil's~~ ~~physician's determination of~~ anticipated confinement and resulting need for home instruction; and
1243. Consultation with the school district certified school nurse(s) to obtain input for the development of the school ~~n~~Nursing ~~s~~Services ~~p~~Plan pursuant to N.J.A.C. 6A:16-2.1(b).

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

The certified school nurse shall possess ~~an~~ **a standard** educational certificate ~~with a~~ ~~for~~ school nurse **endorsement** or school nurse/non-instructional **endorsement** pursuant to ~~N.J.S.A. 18A:40-3.2 and N.J.A.C. 6A:9-13.3 or and 13.4~~. The certified school nurse shall possess a current **New Jersey registered professional nurse license issued by the New Jersey** ~~as a registered nurse from the State Board of Nursing; and valid, a bachelor's degree from a regionally accredited college or university; a current Providers Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with the American Heart Association's CPR guidelines.~~

The certified school nurse shall **complete** ~~receive~~ training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

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

1. Carrying out written orders of the medical home and standing orders of the school physician;



2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for **students pupils** suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 **and 12**;
3. Maintaining **student pupil** health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal ~~those pupils~~ **students** who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing **student pupil** immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of **students pupils** who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, ~~and 8~~, **and 10**;
7. Directing and supervising the emergency administration of epinephrine **and glucagon**, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 **and 12.14**;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. **Providing c**lassroom instruction in areas related to health pursuant to N.J.A.C. 6A:9-13.3;
11. Reviewing and summarizing available health and medical information regarding the **student pupil** and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for **students' pupils'** medical needs and instructing staff as appropriate;



13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any **student pupil** who requires them;
14. ~~Implementing and~~ **Assisting** in the development of **and implementing** healthcare procedures for **students pupils** in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. 6A:9-13.4.

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

~~A non-certified nurse shall possess a current license as a registered nurse from the State Board of Nursing and a valid, current Providers Cardiopulmonary Resuscitation/AED certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health and Senior Services to comply with American Heart Association CPR guidelines.~~

~~A non-certified nurse is limited to providing the following services:~~

1. ~~Carrying out written orders of the medical home and standing orders of the school physician;~~
2. ~~Conducting health screenings pursuant to N.J.A.C. 6A:16-2.2 which includes height, weight, blood pressure, hearing, vision, and scoliosis;~~
3. ~~Maintaining pupil health records pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;~~
4. ~~Recommending to the school Principal those pupils who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence~~



~~of the pupil's immunization according to the schedules specified in N.J.A.C. 8:57-4;~~

- ~~5. Recommending to the school Principal exclusion of pupils who show evidence of communicable disease pursuant to N.J.S.A. 18A:40-7 and 8;~~
- ~~6. Implementing school district healthcare procedures for pupils in the event of an emergency;~~
- ~~7. Instructing teachers on communicable disease and other health concerns pursuant to N.J.S.A. 18A:40-3; and~~
- ~~8. Providing other nursing services consistent with the nurse's current license approved by the State Board of Nursing.~~

N.J.A.C. **6A:9-13.3; 6A:9-13.4;** 6A:16-2.3 et seq.

Adopted: 12 July 2012

Revised:



5530 SUBSTANCE ABUSE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish policies and procedures in operating programs to support the social, emotional, and physical development of students in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-4.1 et seq. The Board of Education will maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

A. Definitions

N.J.S.A. 18A:40A-9
N.J.A.C. 6A:16-1.3; 6A:16-4.1 et seq.

The definitions as outlined in N.J.S.A. 18A:40A et seq., N.J.A.C. 6A:16 et seq., and those terms defined in Regulation 5530 shall be used for the purposes of this Policy and Regulation.

B. Discipline

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.1(c)2.; 6A:16-6.3(a)

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on school busses or at school sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A student who uses, possesses, or distributes alcohol or other drugs will be subject to discipline in accordance with the district's Code of Student Conduct. School authorities also have the authority to impose a consequence on a student for conduct away from school grounds in accordance with the provisions of N.J.A.C. 6A:16-7.5. Discipline may include suspension or expulsion. The Board will establish consequences for a student not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.



C. Instruction

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6A:16-3.1

The Board shall provide an instructional program on the nature of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances in accordance with the provisions of N.J.S.A. 18A:40A-1 et seq. and N.J.A.C. 6A:16-3.1.

D. Reporting, Notification, and Examination

N.J.S.A. 18A:40A-11 through 18A:40A-17
N.J.A.C. 6A:16-3.1; 6A:16-4.1; 6A:16-4.2; 6A:16-4.3

1. Alcohol or Other Drugs

- a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs as identified in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a), on school grounds, including on a school bus or at a school sponsored function shall report the matter in accordance with N.J.A.C. 6A:16-4.3(a)1.
- b. An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- c. If the written report of the medical examination is not provided within twenty-four hours of the referral of the student, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- d. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical or mental ability to perform in school and test result is negative, the student shall be immediately returned to school. If it is determined that the pupil ~~was under the influence~~ tests positive showing the presence of a substance in the student's system, the student shall be returned to the care of the parent as soon as possible. Attendance at school shall not resume until a written report has been submitted to the parent, Principal and Superintendent from



a physician licensed to practice medicine or osteopathy who has examined the student that verifies the student's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school and the consequences have been served.

A tampered adulterated or diluted specimen shall be considered a positive test result. A refusal to test or a failure to test within the two (2) hour window as set forth herein will also be considered a positive test result.

- e. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
 - f. While a student is at home because of a second offense, a complete substance evaluation must be completed by an outside agency and said recommendations followed in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.
 - g. Disclosure to law enforcement authorities of the identity of a student in instances of alcohol and other drugs shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(a)3.
 - h. The Board may provide additional intervention and referral services for the student according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-8.
2. Anabolic Steroids
- a. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe a student has used or may be using anabolic steroids, the person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.
 - b. The Principal or designee upon receiving such report shall immediately notify the parent and Superintendent and shall arrange for an examination of the student as soon as possible to determine whether the student has been using anabolic steroids in accordance with N.J.A.C. 6A:16-4.3(b)2.



- c. Disclosure to law enforcement authorities of the identity of students in instances of anabolic steroids shall be in accordance with the requirements of N.J.A.C. 6A:16-4.3(b)3.
 - d. A written report of the examination shall be provided by the examining physician to the parent, Principal, and Superintendent.
 - e. If it is determined the student has used anabolic steroids, an appropriately certified school staff member(s) shall interview the student and others to determine the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment in accordance with N.J.A.C. 6A:16-4.3(b)5.
 - f. If the results of a referral for evaluation have positively determined the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, an appropriately certified school staff member(s) shall initiate a referral for treatment to agencies and/or private practitioners as outlined in N.J.A.C. 6A:16-4.3(b)6.
3. A school employee who seizes or discovers alcohol or other drugs, or an item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall comply with the provisions of N.J.A.C. 6A:16-6.4.
 4. The Board will provide intervention, referral for evaluation, and referral for treatment services to those students that are affected by alcohol or other drug use in accordance with the provisions of N.J.A.C. 6A:16-4.1(c)7.
 5. Refusal or failure by a parent to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated as a policy violation of the Compulsory Education Act, pursuant to N.J.S.A. 18A:38-25 and 31, and child neglect laws, pursuant to N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11.
 6. Refusal or failure of a student to comply with the provisions of N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 shall be treated by the school district as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.1(c)2.
- E. In-Service Training
- N.J.S.A. 18A:40A-15



The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of students in accordance with the provisions of N.J.S.A. 18A:40A-15. The Board will provide time for the conduct of the program during the usual school schedule. The in-service training program required in N.J.S.A. 18A:40A-15 shall be updated at regular intervals in order to ensure teaching staff members have the most current information available on this subject.

F. Parent Training Program/Outreach Program

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)8

The Board will provide a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17.

G. Records and Confidentiality of Records

42 CFR Part 2
N.J.S.A. 18A:40A-7.1; 18A:40A-7.2
N.J.A.C. 6A:16-3.2; 6A:32-7.1 et seq.

Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330 regarding confidentiality. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, N.J.A.C. 6A:16-3.2, and N.J.A.C. 6A:16-6.5.

If an elementary or secondary student who is participating in a school-based drug or alcohol abuse counseling program provides information during the course of a counseling session in that program which indicates that the student's parent or other person residing in the student's household is dependent upon or illegally using a substance as that term is defined in N.J.S.A. 18A:40A-9, that information shall be kept confidential and may be disclosed only in accordance with N.J.S.A. 18A:40A-7.1 and N.J.A.C. 6A:16-3.2.

H. Nonpublic School Students

N.J.S.A. 18A:40A-5; 18A:40A-17(c)

The Board has the power and duty to loan to students attending nonpublic schools located in this district and to the parents of such students all educational materials on the nature



and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances developed and made available by the Commissioner of Education. The Board shall not be required to expend funds for the loan of these materials.

I. Civil Immunity

N.J.S.A. 18A:40A-13; 18A:40A-14
N.J.A.C. 6A:16-4.3(c)

No action of any kind in any court of competent jurisdiction shall lie against any employee, officer, or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers, and agents of the Board in accordance with the provisions of N.J.S.A. 18A:40A-13.

Any educational or non-educational Board employee who in good faith reports a student to the Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

J. Reporting Students to Law Enforcement Authorities

N.J.A.C. 6A:16-4.1; 6A:16-6.3

The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia or involved or implicated in distribution activities regarding controlled dangerous substances, including anabolic steroids pursuant to N.J.A.C. 6A:16-4.1(c)9. The Superintendent or designee shall not disclose the identity of the student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or other drugs, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test was obtained as a result of a district's voluntary random drug testing program pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.



K. Policy Review and Accessibility

N.J.S.A. 18A:40A-10; 18A:40A-11
N.J.A.C. 6A:16-4.2(a) and (b)

The Board will annually review the effectiveness of Policy and Regulation 5530 on student alcohol and drug abuse. The Board may solicit parent, student, and community input, as well as consult in the review process with local alcohol or other drug abuse prevention, intervention, and treatment agencies licensed by the New Jersey Department of Human Services.

This Policy and Regulation shall be annually disseminated to all school staff, students, and parents through the district website or other means.

N.J.S.A. 18A:40A-1 et seq.; 18A:40A-7.1 et seq.
N.J.A.C. 6A:16-1.1 et seq.; 6A:16-4.1 et seq.;
6A:16-6.1 et seq.

Adopted: 17 July 2012
Revised: 21 October 2014



R 5530 SUBSTANCE ABUSE

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.
2. "Other drugs" means substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. "Referral for evaluation: means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.
5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
6. "School grounds" means and includes land, portions of land, structures, buildings and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support



these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums, swimming pools, any associated structures or related equipment tied to such facilities including, but not limited to grandstands, greenhouses, garages, facilities used for non-instructional or non-educational purposes and any structure, building or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

7. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 14:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined in N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medication that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
8. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
9. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures.

Students who are found to be under the influence will be disciplined as follows:



REGULATION

RANDOLPH BOARD OF EDUCATION

PUPILS

R 5530/page 3 of 15
Substance Abuse

First Offense	up to 5 days	External / Internal Suspension
Second Offense	up to 10 days	External / Suspension. Must have complete substance evaluation and provide evidence of follow through regarding any recommendation. Administration reserves the right to request random drug screens up to one (1) year after the date of the second positive screen.
Third Offense		Suspension pending Superintendent Review and/or Board hearing.

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

- a. Consequence:

- i. Student will remain on suspension pending evidence of compliance.

C. Possession

Pupils suspected of possessing a substance.

1. Any pupil who possesses a substance is in violation of the law. The Principal will immediately call the appropriate law enforcement agency so that the proper investigation may be conducted. If the parent(s) and/or legal guardian(s) are not available, the police will be contacted and the parent(s) and/or legal guardian(s) then will be informed as soon as they are available.
2. If the Principal suspects substances are contained in a locker or on a pupil person, the Principal may, in the presence of a teaching staff member, conduct a search of the locker or the person, or the vehicle parked on school grounds or at school sponsored event or activity.
3. Any pupil in possession of illegal substances will be sent for a drug screen and be subject to consequences as listed in No. B.1 above.



4. The Principal shall notify the Superintendent of the incident and the action taken. In addition, the Board of Education may take further action based on recommendations from the administration, provided however, that before any such action the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.

5. Any pupil found to be in possession of a substance will be suspended as follows:

First Offense	up to 10 days	External / Internal Suspension
Second Offense		External / Suspension until Superintendent's review and/or Board of Education hearing to consider expulsion.

During the period of suspension, the student will lose the privilege to participate in school activities, including, but not limited to clubs, sports, field trips, dances, proms.

D. Sale or Distribution of Substances on School Property

1. The parent(s) and/or legal guardian(s) will be apprised that the Principal will inform the local police department of the pupil's activity. In addition, the Board of Education may take further action, provided however, that before any such action is taken the pupil and/or the parent(s) and/or legal guardian(s) are given an opportunity to be heard before the Board.
2. When the school Principal or any staff member has reasonable cause to believe that a pupil is selling or distributing substances on school property, the Principal shall inform the pupil of the basis of the belief. Also, the pupil shall be advised of the school's intention to inform the pupil's parent(s) and/or legal guardian(s) as soon as possible of this suspected activity.
3. The Principal, in the presence of a staff member, may conduct a search of the pupil's locker or of a pupil's person if the Principal suspects substances are contained in the locker or on the pupil, including vehicles on school property or at school sponsored event or activity.
4. Any pupil found selling or distributing substances on school property will be suspended as follows:



- a. All consequences ranging from suspension to expulsion are at the discretion of administration.

E. Non-pupils on the school grounds under the influence of substances

Any teaching staff member or other employee who believes that a non-Randolph pupil on school property is under the influence of substances shall report the same to the Principal of the school who in turn shall immediately report the incident to the Randolph Police Department for investigation.

F. Intervention, Referral for Evaluation and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.
 - a. The intervention, referral for evaluation and referral for treatment services shall include one or more of the following:
 - i. Provisions for a program of instruction, counseling and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;
 - ii. Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;
 - iii. Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or
 - iv. A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

G. Reporting, Notification and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)



- a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, or the student assistance coordinator.
- b. In response to a report of suspected anabolic steroid use including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.
 - i. If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.
 - ii. The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.
- c. The Superintendent or designee may disclose the law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.
 - i. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.
- d. The examining physician shall provide to the parent, Principal and Superintendent a written report of the examination.
- e. If it is determined the student has used anabolic steroids, an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as



necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

- f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in G.1.e. above who trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b) to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.
2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids N.J.A.C. 6A:16-4.3(a).
 - a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal, or in this or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.
 - i. In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.
 - ii. The referring staff member shall file with the Principal a report describing the incident. The form shall include all information necessary for a complete, accurate reporting on Electronic Violence and Vandalism Reporting System (EVVRS) according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.
 - b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:
 - i. Immediately notify the student's parent and the Superintendent or designee;



- ii. Arrange for an immediate medical examination within two (2) hours of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids; and
- c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.
 - i. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.
- d. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy.
 - i. If the drug screen returns a negative result, the cost of the screen will be paid by the District Board of Education. If the drug screen returns a positive result, all costs will be the responsibility of the parent.
- e. If the physician chosen by the parent is not immediately available, the medical examination shall be conducted by the school physician or the medical facility used by the District.
 - i. In the event that the school chosen facility is unavailable, the student shall be accompanied by a member of the school staff designated by the Principal to the emergency room of the nearest hospital for examination.
 - ii. The student's parent, if available, shall accompany the student in lieu of school personnel.
- f. The Board of Education will have a plan in place for the appropriate supervision of the student:
 - i. While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and



- ii. Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.
- g. A written report of the medical examination of the student shall be furnished to the student's parent, the Principal, and the Superintendent of Schools by the examining physician within twenty-four hours, when possible, of the referral of the student for suspected alcohol or other drug use. The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.
- h. When the medial examination is performed by a physician other than the school physician or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Regulation.
 - i. The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Regulation.
 - ii. Refusal or failure by a parent to comply with this requirement shall be treated as a policy / regulation violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).
- i. If the written report of the medical examination is not submitted to the parent, Principal, and Superintendent with twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.
- j. If the written report of the medical examination shows a negative test result and verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.



k. If there is a positive determination from the medical examination, showing **the presence of a substance in that the student's system** was under the influence of a substance:

i. The student will be returned as soon as possible to the care of the parent.

Attendance at school shall not resume until a written report has been submitted to the parent, the Principal and Superintendent from a physician licensed to practice medicine or osteopathy who examined the student verifying that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

ii. Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

l. A tempered adulterated or diluted specimen shall be considered a positive test result. A refusal to test or a failure to test within the two (2) hour window as set forth herein will also be considered a positive test result.

m. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall:

i. Coordinate an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, supportive services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs.

1. The findings of the assessment alone shall not prevent a student from attending school; and



- ii. Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.
- n. While the student is at home because of the medical examination or after his or her return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of a student's need for programs and services that extend beyond the general school program, as necessary.
 - i. The findings of these additional evaluations alone shall not be used to prevent a student from attending school.
 - o. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

H. Handling of Alcohol or Other Drugs

1. A student's person, vehicle on school property, effects, or school storage places may be searched for substances in accordance with Policy and applicable laws regarding searches in schools.
2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.
 - a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify law enforcement officials designated by the County prosecutor to receive such information.
 - b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia



against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to local law enforcement.

- c. The Principal or designee shall provide to the local law enforcement all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:
 - i. The identity of all persons who had custody of the substance of paraphernalia following its discovery or seizure; and
 - ii. The identity of the student believed to have been in possession of the substance or paraphernalia.
 - d. For the purposes of N.J.A.C. 6A:16-6.4, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall not constitute a voluntary, self-initiated request for counseling and treatment. Admissions of substance abuse will be consequenced.
- I. Reporting Students to Law Enforcement Agencies
1. Subject to N.J.A.C. 6A:16-6.5 any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.
 2. Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible law enforcement.
 3. The Superintendent or designee shall provide to the law enforcement all known information concerning the matter, including the identity of the student involved.
 4. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance,



including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment. Admission will be consequenced.

5. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination pursuant to N.J.A.C. 6A:16-4.3(a) of (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

J. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and



- e. A review of the Policy and Regulation on substance abuse with attention to the role of parents.
- f. In addition to the substance abuse education program required pursuant to N.J.S.A. 15A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

K. Records and Confidentiality of Records

- 1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
- 2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
- 3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant on N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person which respect to whose substance abuse the information was provided, shall be made available to the researcher; or



- d. To the Division of Child Protection and Permanency (DCP&P) or to the law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute of administrative code.

Any disclosure made pursuant to K.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of the Regulation is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Electronic Violence and Vandalism Reporting System (EVVRS).

Approved: 15 January 2013
Revised/Reissued: 21 October 2014



5756 TRANSGENDER STUDENTS

The Board of Education strives to provide a safe and supportive environment for all students. In furthering this goal, the Board adopts this Policy to address the needs of transgender and gender nonconforming students enrolled in the school district.

For the purposes of this Policy:

1. “Gender expression” refers to the way a student represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
2. “Gender identity” means a student's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth.
3. “Gender identity or expression” also means having or being perceived as having a gender-related identity or expression whether or not stereotypically associated with a person’s assigned sex at birth.
4. “Gender nonconforming” describes a student whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.
5. “Transgender” describes students whose gender identity is different from their gender assigned at birth.

The Board of Education believes the responsibility for determining a student's gender identity or expression rests with the student, or in the case of young students not yet able to advocate for themselves, with the parent. Therefore, the Board will accept a student's assertion of his or her gender identity when there is consistent and uniform assertion of the gender identity or expression, or any other evidence that the gender identity is sincerely held as a part of the student’s core identity. The Board authorizes the Superintendent or designee to question a student's asserted gender identity or expression when there is a credible basis for believing the student's gender identity or expression is being asserted for some improper purpose. Confirmation of a student's asserted gender identity or expression must include a letter from a parent or the adult student to the Superintendent of Schools indicating the student is gender nonconforming.



The Board recognizes school-related issues regarding transgender students will vary on a case-by-case basis. The school district will take reasonable measures to accommodate the needs of transgender students. Therefore, the Superintendent of Schools or designee will meet with the parent(s) and student to discuss school-related issues such as: the name and pronoun to be used by district staff in referring to the student; the gender identification to be used on the student's records; district staff members that should be informed of the student's access to and use of restrooms, locker rooms, changing facilities, and physical education classes; and other gender issues affecting the transgender student and his/her attendance at school. Prior to change any student records, a student's gender identity or expression will be confirmed to the school district by the parent or adult student through evidence including, but not limited to: medical history, care or treatment of the gender identity, consistent and uniform assertion of the gender identity or expression, or any other evidence that the gender identity or expression is sincerely held as part of the student's core identity.

Adopted:



6511 DIRECT DEPOSIT

The Board of Education may determine to have the net pay of all school district employees directly deposited in a specific banking institution in a checking account, savings account, or share account designated in writing by the employee in accordance with the provisions of N.J.S.A. 52:14-15h.

If the Board approves a direct deposit program, compliance by an employee shall be mandatory. However, the Board may grant an exemption from the mandatory requirements of N.J.S.A. 52:14-15h on such terms and conditions as the Board deems necessary. The Board will grant an exemption to any employee hired prior to June 30, 2015

The Board shall make available for those employees required to have their net pay direct deposited in accordance with the provisions of N.J.S.A. 52:14-15h, all information concerning net pay, any accompanying information approved for distribution with net pay, and W-2 forms in accordance with applicable Federal law, only on the Internet with restricted access and policies and procedures to protect the integrity and confidentiality of the information. The Board will continue to complete the payroll check distribution verification process as required in N.J.A.C. 6A:23A-5.7 and Policy 6510.

In the event the Board of Education determines to implement a mandatory direct deposit program in accordance with N.J.S.A. 52:14-15h, the Board shall annually adopt a resolution to implement the direct deposit requirements of N.J.S.A. 52:14-15h. The Board approved resolution shall designate the school district's banking institution that shall be used to implement the direct deposit program and shall indicate any employee group or category that are exempt from the Board's direct deposit requirements.

N.J.S.A. 52:14-15h
N.J.A.C. 6A:23A-5.7

Adopted:



8507 BREAKFAST OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Breakfast OVS Policy is optional at all grade levels. The provisions of the Breakfast OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school breakfast eligible for Federal reimbursement shall offer four food items from the three food components in the appropriate amounts per grade grouping:

- Fruit or vegetable or juice;
- Milk; and
- Grains (including optional meat/meat alternate).

Students are allowed to decline one of the four food items offered. A student's decision to accept all four food items or to decline one food item shall not affect the price charged for the meal as the breakfast is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every student to take a particular food component. It is the student's choice to select any three or all four food items of the reimbursable meal.

At each school implementing this OVS Policy, school food service staff members will be trained annually on the provisions of the district's Breakfast OVS Policy.

Breakfast OVS will be implemented at Fernbrook and Middle Schools.

Adopted:



8508 LUNCH OFFER VERSUS SERVE (OVS)

The Board of Education, to be in compliance with the Healthy Hunger Free Kids Act (HHFKA) of 2010, adopts this Offer Versus Serve (OVS) Policy. Offer Versus Serve is a Policy for Federally reimbursable meals that allows students to decline a certain number of food components in the meal to reduce plate waste and food cost. Board of Education approval to implement a Lunch OVS Policy is required at the high school level and is optional at all other grade levels. The provisions of the Lunch OVS Policy shall be in accordance with the requirements of the HHFKA of 2010.

A school lunch eligible for Federal reimbursement shall offer five food components in the appropriate amounts per grade grouping:

- Fruit;
- Vegetable;
- Milk;
- Grain; and
- Meat/Meat Alternate.

Students are allowed to decline two of the five required food components, but must select at least a half cup of either fruit (or fruit combination) or a half cup of vegetable (or vegetable combination) or half cup of a fruit/vegetable combination.

After selecting the half cup fruit or vegetable requirement, students must select at least two additional full components in the full amounts (per age/grade grouping required amounts) to count toward the reimbursable offer versus serve meal.

The student's decision to accept all five food components or to decline two food components shall not affect the price charged for the meal as the lunch is priced as a unit. If students do not choose enough food items to comprise a reimbursable meal, a la carte prices will be charged.

School staff members cannot make exceptions to the Policy, such as requiring every child to take a particular food component. It is the student's choice to select any three, four, or all five components of the reimbursable meal.

At each school implementing this Lunch OVS Policy, food service staff members will be trained annually on the provisions of the district's Lunch OVS Policy.



POLICY

RANDOLPH BOARD OF EDUCATION

OPERATIONS
8508/page 2 of 2
Lunch Offer Versus Serve (OVS)

Lunch OVS will be implemented in all schools in the district.

Adopted:

DRAFT



0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of nine members.

The term of a Board member shall be three years.

The term of a member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that;

1. A Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.

Any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 17 July 2012

Revised:



0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with law.

A vacancy in the membership of a regional Board of Education shall be filled in accordance with N.J.S.A. 18A:13-11. A vacancy shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Education of Type II districts having elected Boards of Education are filled.

A vacancy in the membership of a Board of Education shall be filled as follows:

1. By the Executive County Superintendent, if the vacancy is caused by:
 - a. The absence of candidates for election to the school Board; or
 - b. The removal of a member because of lack of qualifications; or
 - c. The failure of the Board to appoint a person to a vacancy within sixty-five days following its occurrence; or
 - d. Two or more candidates qualified by law for membership on the Board receiving an equal number of votes in a special runoff election.
2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking;
3. By special election within sixty days of the annual school election, if:
 - a. Two or more candidates qualified by law for membership on the school Board receive an equal number of votes in the annual school election; or
 - b. The annual election is disqualified due to improper election procedures.
4. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or
5. By a majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.



BYLAWS

RANDOLPH BOARD OF EDUCATION

BYLAWS

0143/page 2 of 2

Board Member Election and Appointment

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.

In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.

N.J.S.A. 18A:12-11; 18A:12-15

Adopted: 17 July 2012

Revised:



2468 INDEPENDENT EDUCATIONAL EVALUATIONS

Special education law permits a parent to request an independent educational evaluation (IEE) for their child if there is disagreement with any assessment conducted as part of an initial evaluation or reevaluation provided by the Board of Education. An “independent educational evaluation” is an evaluation conducted by a qualified examiner who is not an employee of the public school district responsible for the education of the child in question. Such IEEs shall be provided at no cost to the parent unless the school district initiates a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate and a final determination to that effect is made following the hearing. If it is determined the school district’s evaluation is appropriate, the parent still has the right to an IEE, but not at the school district’s expense.

Upon receipt of a written and signed parental request for an IEE, the school district shall provide the parent with information about where an IEE may be obtained and the criteria for IEEs according to N.J.A.C. 6A:14-2.5(c)3 and (c)4 and the additional criteria outlined below in this Policy:

1. Any IEE paid for with public funds shall:
 - a. Be conducted according to the provisions of N.J.A.C. 6A:14-3.4; and
 - b. Be obtained from another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required.
2. An independent medical evaluation may be obtained according to N.J.A.C. 6A:14-5.1(e).

Additional criteria for an IEE shall be as follows:

1. The Board will not pay for an IEE unless it complies with the following criteria unless the parent can show that unique circumstances warrant deviation from same:
 - a. The independent evaluator must be appropriately certified and/or licensed in the State of New Jersey. In instances where no applicable certification/license exists, the evaluator must provide the Board with documentation of extensive and recent training and experience related to the assessment of the known or suspected disability;



- b. The independent evaluator may only charge fees for educational evaluation services that, in the judgment of the Board, are reasonable in accordance with 2. below;
 - c. The independent evaluator must be free from any conflict of interest;
 - d. The independent evaluator and members of the Child Study Team must be permitted to directly communicate and share information with each other. The independent evaluator must also agree to release the assessment information, results, and report(s) to the school district prior to receipt of payment for services;
 - e. For any independent evaluation, whether paid for with public or private funds, the school district shall permit the evaluator to observe the pupil in the classroom for a period of two (2) hours and will be accompanied with a member of the Child Study, as applicable; and
 - f. The independent evaluator shall make at least one contact with the pupil's case manager for the purpose of determining how the pupil is progressing in his/her current programming.
2. The maximum allowable cost for an independent evaluation will be limited to the reasonable and customary rate, as determined and approved by the Board annually. This rate shall be in the range of what it would cost the Board to provide the same type of assessment through either another public school district, educational services commission, jointure commission, a clinic or agency approved under N.J.A.C. 6A:14-5, or private practitioner, who is appropriately certified and/or licensed, where a license is required. This Board-approved rate shall be provided to the parent upon their request for an IEE. The Board shall not be responsible for any costs beyond the IEE, such as transportation, lodging, food, etc.
- a. The parent may provide documentation to the Board demonstrating unique circumstances to justify an IEE that exceeds the maximum allowable cost established by the Board. If, in the Board's judgment, there is no justification for the excess cost, the Board may agree to fund the IEE up to the school district's maximum allowable cost with the parent responsible for any remaining costs. In the alternative, the Board may request a due process hearing to enforce its established maximum allowable cost.



Upon receipt of a parental request for an IEE, the school district shall take steps to ensure that information about where an IEE can be obtained at no cost to parents is provided without undue delay or not later than twenty calendar days after receipt of the parental request, the school district shall request a due process hearing in accordance with the provisions of N.J.A.C. 6A:14-2.7 et seq. to show that its evaluation is appropriate.

If a parent requests an IEE, the school district may ask the parent to explain why he or she objects to the school district's evaluation. However, the school district shall not require such an explanation and shall not delay either providing the IEE or initiating a due process hearing to defend the school district's evaluation.

Any IEE submitted to the district, including an IEE obtained by the parent at private expense, shall be considered in making decisions regarding special education and related services.

If an Administrative Law Judge orders that an IEE be conducted, the IEE shall be obtained by the district in accordance with the decision or Order of the Administrative Law Judge, and the Board of Education shall pay the cost of the IEE in accordance with the provisions of this Policy.

A parent is entitled to only one IEE paid for by the Board each time the school district conducts an evaluation with which the parent disagrees. One IEE may include multiple assessments but the parents must specify all independent assessments sought at the time they request the IEE, and are not permitted to add to the list after the request is submitted.

Parents must request an IEE within twelve (12) months from the date of the eligibility conference at which the district initiated assessments leading to the request for the IEE.

N.J.A.C. 6A:14-2.5; 6A:14-2.7
CFR Section 300.502

Adopted: 17 September 2013
Revised:



2622 STUDENT ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of the Core Curriculum Content Standards in accordance with the provisions of N.J.A.C. 6A:8-4.1 et seq. The Board of Education is required to administer the applicable Statewide assessments according to the schedule prescribed by the Commissioner.

State assessments provide parents with important information about their child's progress; detailed diagnostic information about each individual student's performance that educators, parents, and students can utilize to enhance foundational knowledge and student achievement; and include item analysis which will clarify a student's level of knowledge and understanding of a particular subject or area of a subject. The data derived from State assessments will be utilized by teachers and administrators to pinpoint areas of difficulty and customize instruction accordingly. Such data can be accessed and utilized as a student progresses to successive school levels.

The New Jersey Department of Education, pursuant to State law and regulations, requires all students to take State assessments as scheduled. There is no provision for a student to opt-out of Statewide assessments. If a student is absent on a testing date, the student will be expected to take the missed test on another school day. Parents and students will be informed of all scheduled testing dates, including make-up testing dates for students who missed the initial testing date.

Statewide Assessment System

The Superintendent of Schools shall develop and annually present to the Board for its approval an assessment program that complies with the rules of the State Board of Education.

Test Administration Procedures and Security Measures

All Statewide assessments shall be administered in accordance with the Department of Education's required test administration procedures and security measures. Any breach of such procedures or measures shall be immediately reported to the Superintendent or designee.

Documentation of Student Achievement



The Department of Education shall provide the Superintendent with documentation of student achievement after administration of each test in accordance with the provisions of N.J.A.C. 6A:8-4.2. The Board shall maintain an accurate record of each student's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Information regarding individual student test scores shall only be released in accordance with Federal and State law.

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.2. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education shall report annually to the State Board of Education and the public on the progress of all students and student subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents shall be informed of the district assessment system and of any special tests that are to be administered to their children.

Student Accommodations/Modifications

The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the Department of Education for English Language Learners (ELLs) and students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act as determined by the Individualized Educational Plan (IEP) or 504 Team in accordance with N.J.A.C. 6A:8-4.1(d)1.



POLICY

RANDOLPH BOARD OF EDUCATION

PROGRAM
2622/page 3 of 3
Student Assessment

N.J.S.A. 18A:7C-1
N.J.A.C. 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10

Adopted: 17 July 2012
Revised: 20 November 2012; _____



3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent-
3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Teaching staff members shall not send campaign literature home with students or request, direct, or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;



POLICY

RANDOLPH BOARD OF EDUCATION

TEACHING STAFF MEMBERS

3230/page 2 of 2

Outside Activities

5. Teaching staff members shall not privately tutor students for compensation that are currently enrolled in their classes; and
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted: 17 July 2012

Revised: 17 September 2013; _____



4230 OUTSIDE ACTIVITIES

The Board of Education recognizes that support staff members enjoy a private life outside their job responsibilities in the school district. The Board believes that school employees exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the support staff member's job responsibilities interfere with their performance and the discharge of the support staff member's responsibilities to this district.

All support staff members are advised to be governed in their activities outside the school by the following guidelines:

1. Support staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume liability in any way for any support staff member of this district who conducts a private activity in which students or employees of this district participate;
3. Support staff members shall not send campaign literature home with students or request, direct or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any support staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question; and
4. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by support staff members in the performance of their school district duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4
N.J.S.A. 19:1.1 et seq.

Adopted: 17 July 2012
Revised: 17 September 2013; _____



5515 STUDENT PARKING

Only students with Randolph Township School District parking permits may use school parking facilities. The administration shall establish rules and regulations governing the issuance of Randolph Township School District parking permits and student use of school parking facilities. Parking permit applications must include written proof that **the student accompanied by and** at least one of the student's parent(s) or *legal* guardian(s) has attended a Board approved safe driving program within four (4) calendar years prior to the date of the application. The administration ~~will~~ **may** assess a reasonable fee for parking permits.

Adopted: 17 July 2012

Revised: 21 April 2015

DRAFT



R 5515 STUDENT PARKING

Procedures and Practices at Randolph High School

1. Board of Education Policy Number 5515 - Student Parking states that student applications for parking permits must include written proof that **the student accompanied by** at least one of the applicant's parent(s) or legal guardian(s) has attended a Board approved Teen Driver Safety Program (Share the Keys) within four calendar years prior to the date of the permit application.
 - a. Parent classes in the Teen Driver Safety Program (Share the Keys) are offered throughout the school year. Information regarding classes can be found on the district website-www.rtnj.org.
 - b. After each scheduled session, a list of **student(s)**, parent(s) and/or guardian(s) who satisfactorily complete the Teen Driver Safety Program will be forwarded to the high school administration by the Physical Education and Health Supervisor or designee.
 - c. A letter/certificate or certification card will be provided ~~to the parent(s) or guardian(s)~~ indicating satisfactory completion of the required ~~parent~~ class in the Teen Driver Safety Program. The presenters on the night of the program will distribute the certificates.
2. Only ~~pupils~~ **students** with school issued parking permits may use school parking facilities. The permit process begins with completion of the permit application. The application includes the following:
 - a. Vehicle insurance information;
 - b. Proof of valid driver's license;
 - c. Vehicle make, model, color and license plate information;
 - d. Vehicle owner information; and
 - e. ~~Pupil~~ **Student** and parent/guardian signature indicating that Board of Education ~~Pupil Parking~~ Policy Number 5515 - Student Parking has been read and understood.



REGULATION

RANDOLPH BOARD OF EDUCATION

PUPILS STUDENTS

R 5515/page 2 of 3

Student Parking

3. High school ~~pupil~~ **students** submit the completed applications ~~and fee~~ to the Randolph High School Security Officer.

A parking permit will only be issued to a high school ~~pupil~~ **students** possessing a valid driver's license. ~~A fee will be charged per semester. All checks written to pay the parking fee shall be made payable to Randolph Board of Education.~~ A fee ~~will~~ **may** be assessed for the replacement of a lost or stolen parking permit.

Parking permits are issued based upon a lottery of parking spaces available to ~~pupils~~ **students**. Parking permits are assigned according to the following criteria:

1. High school ~~pupils~~ **students** in the ~~Challenger or~~ Option II Program will be issued a space providing they meet the requirements of the course. ~~These pupils leave school early to attend classes at County College of Morris or report to a part-time job.~~
2. ~~High school pupils~~ **students** who are both eligible and who voluntarily agree to car pool and share a parking space will receive a parking space and will not enter the lottery system. ~~Pupils who car pool will be assigned half of the fee each, dividing the total cost of the fee for the parking space.~~
- 2 3. High school ~~pupils~~ **students** who participate in the first semester lottery and do not receive a parking permit/space, will be issued a parking space for the second semester without participation in the lottery.
- 3 4. High school ~~pupils~~ **students** with complete permit applications will enter the parking **permit process**. The process operates as follows:
 - a. Personal information identifying each applicant shall be concealed.
 - b. The ~~pupils~~ **student** parking permit process shall be overseen by the high school administration and parking tags distributed accordingly.
 - c. The process shall be held at the start of each semester.

Parking Privilege Rules

1. ~~Pupil~~ **Student** vehicles parked on school grounds are subject to search in accordance with Board policy.



REGULATION

RANDOLPH BOARD OF EDUCATION

PUPILS STUDENTS

R 5515/page 3 of 3

Student Parking

2. ~~Pupils~~ **Students** are not permitted to park in spaces designated for faculty, staff, visitor, or spaces along the sidewalk reserved for buses.
3. All ~~student cars~~ **vehicles** shall have on display distinguishing identification for ~~pupils~~ **students** with graduated driver's licenses. Permits and identification shall be conspicuously placed for students driving motorcycles or mopeds.
4. To ensure the safety of everyone in the school community, traffic regulations must be obeyed and good judgment must be demonstrated at all times.
5. Speed limit within the parking lots is five miles per hour; fifteen miles per hour on the campus loop road. On school grounds, speeding offenses will result in a loss of driving privilege.
6. The Randolph Township Police Department may issue tickets for improper parking, speeding, and/or reckless driving.
7. During the school day, ~~pupils~~ **students** are not permitted to visit, sit in or work on their ~~cars~~ **vehicles**. ~~Cars~~ **Vehicles** should be locked. In extenuating circumstances, a ~~pupil~~ **student** wishing to visit his/her ~~car~~ **vehicle** may secure permission from a building administrator.
8. ~~Pupils~~ **Students** may not leave school grounds without an authorized pass. Any ~~pupil~~ **student** leaving campus without authorization will automatically lose his/her parking permit for the remainder of the semester. ~~No refund of the parking fee will be issued.~~ Transporting another ~~pupil~~ **student** off campus without authorization will also result in loss of the driving privilege.
9. School authorities may revoke the driving privilege of any ~~pupil~~ **student** who violates the prescribed driving and/or parking regulations.

Issued: 14 April 2009

Revised: 5 December 2011

Adopted: 15 January 2013

Revised:

