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 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. The Board will formulate, as appropriate, goals and priorities that will serve to guide the Board's future conduct in the ensuing school year.


Approved: 1st reading 3.18.15
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 members of the Board present and constituting a quorum

Choose only one of the following alternatives:

____ plurality of Board members

or

____ majority of Board members

Optional

[present and voting]

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.

Select Option 1 or 2 below

[Option 1 - Voting shall take place by written ballot after nominations are closed. The_________ shall count the ballots and reveal the result to the Board. Board members will be provided a blank piece of paper and shall write the name of the person they wish to see elected on the piece of paper. The ballots shall be tallied by the Board Secretary and the person with the majority vote of the members of the Board present and constituting a quorum shall be elected. 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.]
[Option 2 – 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.


Approved: 1st reading 3.18.15
2622 STUDENT PUPIL ASSESSMENT

The Commissioner of Education shall implement a system and related schedule of Statewide assessments to evaluate student achievement of The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained the New Jersey’s 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 will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

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 Assessments System

The Superintendent of Schools shall develop and annually present to the Board annually 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 Records

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 pupil’s performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy 8330, information regarding individual student pupil test scores shall only be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed authorized by 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 Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, the Department of Education school district is required to shall report annually to the State Board of Education and the public on the progress of all students pupils and student pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system. by publishing and distributing the Department of Education’s annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. In public reporting of school and district performance data, the Department of Education shall not compromise the confidentiality of individual students.

Parental Notification

Parents(s) or legal guardian(s) shall be informed of the district assessment system program and of any special tests that are to be administered to their children.
PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all State assessment systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10. Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.

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.

English Language Learner (ELL)

An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as approved by the New Jersey Department of Education.
Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

N.J.A.C. 6A:7-1.7; 6A:8-4.1 et seq.; 6A:8-5.1; 6A:14-1.1 et seq.; 6A:14-3.7;
6A:14-4.10; 6A:14-4.12; 6A:15-1.11

Approved: 1st reading 3.18.15
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.


Approved: 1st reading 3.18.15
The Board of Education recognizes a teaching staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any teaching staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A teaching staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or 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 medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any teaching staff member who reports to work or attends a school-sponsored function where the teaching staff member has assigned job responsibilities under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member in accordance with law.

A teaching staff member shall be required to submit to an immediate medical examination to include a substance test if the Principal or designee has reasonable suspicion to believe a teaching staff member is under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities. Refusal of a teaching staff member to consent to the medical examination and substance test will be determined to be a positive result.

In the event a teaching staff member’s medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required
examination and testing shall be paid for by the Board. The teaching staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the teaching staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any teaching staff member who, in the course of their employment, has reason to believe a school staff member 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. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a teaching staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the teaching staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a teaching staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3

Approved: 1st reading 3.18.15
R 3218 SUBSTANCE ABUSE

A. Definition

1. “Principal or designee” means the teaching staff member’s Principal or a staff member designated by the Principal to be responsible at the time of the alleged violation or the teaching staff member’s supervisor or a staff member designated by the teaching staff member’s supervisor to be responsible at the time of the alleged violation.

2. “Substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or 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 medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

3. “Substance test” means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument’s manufacturer.

4. “Under the influence” means the presence of a substance as defined in Policy 3218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Teaching Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a teaching staff member is suspected of being under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities.
a. The Principal or designee, upon receiving a report or information a teaching staff member may be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member has been assigned job responsibilities will:

(1) Immediately notify the Superintendent of Schools;

(2) Immediately meet with the teaching staff member;

(a) The Principal or designee may include another staff member in this meeting; and

(b) The teaching staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.

b. The Principal or designee shall present to the teaching staff member the report or information supporting the suspicion the teaching staff member may be under the influence of a substance.

c. The teaching staff member shall be provided an opportunity to respond to the report or information presented by the Principal or designee.

d. In the event the Principal or designee believes the teaching staff member may be under the influence of a substance after meeting with the teaching staff member, the Principal or designee will arrange for an immediate medical examination to include a substance test.

e. The teaching staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the Principal or designee.

f. The teaching staff member, prior to the medical examination and substance test, will be informed by the physician or the physician’s designee on the type of testing to be completed and the substances that will be tested.

g. The teaching staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the teaching staff member’s test results may be positive.
h. A teaching staff member's refusal to be examined or tested in accordance with the provisions of Policy 3218 and this Regulation will be deemed as a positive test for substances.

2. The medical examination and substance test shall be used by the physician to determine if the teaching staff member is under the influence of any substance as defined in Policy 3218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.

3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the teaching staff member as soon as the test results are available.

4. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was not under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will notify the Superintendent of such results and the teaching staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the teaching staff member's personnel file.

5. If the physician determines, based upon the medical examination and the results of the substance test, that the teaching staff member was under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will:

a. Discuss the results of the examination and substance test with the teaching staff member and provide the teaching staff member an opportunity to present any medical or other reasons for the physician's determination.

b. Provide the teaching staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.

(1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be
conducted based on the existing test results, and the time in which a confirming test result would be valid.

(2) The confirming substance test results must be provided to the physician within the time period required by the physician.

(3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the teaching staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.

c. After completing the requirements in a. and b. above the physician shall make a final determination whether the teaching staff member was under the influence of a substance during the work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities.

(1) If the physician makes a final determination the teaching staff member was not under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent and the teaching staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the teaching staff member’s personnel file.

(2) If the physician makes a final determination the teaching staff member was under the influence during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities, the physician will report these results to the Superintendent of Schools and the teaching staff member will be required to meet with the Superintendent.

C. Procedures to be Followed When a Teaching Staff Member is Determined to be Under the Influence of a Substance

1. Any teaching staff member who has been determined by the physician to be under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities shall be required to meet with the Superintendent.
a. The teaching staff member may include a staff member or a representative of their choice in this meeting.

2. The Superintendent will provide the teaching staff member an opportunity to respond to the physician’s determination.

3. A teaching staff member who has been determined to have been under the influence of a substance during work hours or at a school-sponsored function where the teaching staff member was assigned job responsibilities will be subject to appropriate discipline which may include termination of a non-tenured teaching staff member or the filing of tenure charges for a tenured teaching staff member.

Approved: 1st reading 3.18.15
4212 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 
The 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.


Approved: 1st reading 3.18.15
4218 SUBSTANCE ABUSE

The Board of Education recognizes a support staff member who reports to work under the influence of drugs or alcohol poses a significant threat to their health, safety, and welfare and the health, safety, and welfare of others, including students and other staff members. The Board strongly advises any support staff member that has a dependency on a substance as defined in this Policy to seek appropriate treatment. The Board has an obligation and the right to maintain a safe and healthy work environment and adopts this Policy as an important component toward maintaining a safe environment in the school district. A support staff member is prohibited from possession, use, distribution, or being under the influence of any substance during work hours.

For the purposes of this Policy, “substance” or “substances” means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or 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 medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

Any support staff member who reports to work under the influence of or in possession of any substance will be subject to appropriate discipline, which may include termination or the filing of tenure charges for a tenured support staff member in accordance with law.

A support staff member shall be required to submit to an immediate medical examination to include a substance test if the support staff member’s supervisor has reasonable suspicion to believe a support staff member is under the influence of a substance during work hours. Refusal of a support staff member to consent to the medical examination and substance test will be determined to be a positive result.
In the event a support staff member’s medical examination and substance test results are negative for a substance, any documents or records pertaining to the requirement for the examination and test and results will not be maintained by the school district. Any required examination and testing shall be paid for by the Board. The support staff member will be afforded the opportunity to have any test results confirmed using acceptable test confirmation practices. This confirming test shall be paid for by the support staff member.

In accordance with the requirements of N.J.A.C. 6A:16-6.3(a), any support staff member who, in the course of their employment, has reason to believe a school staff member 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. Either the Principal or the staff member shall notify the Superintendent of Schools who shall notify, as soon as possible, the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the staff member involved.

In accordance with the provisions of N.J.A.C. 6A:16-6.3(a)3, the Superintendent or designee shall not disclose the identity of a support staff member who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or drug abuse problem, provided the support staff member is not reasonably believed to be involved or implicated in drug-distribution activities. An admission by a support staff member in response to questioning initiated by the Principal or designee or following the discovery by the Principal or designee of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

42 CFR Part 2
N.J.A.C. 6A:16-6.3; 6A:32-6.3

Approved: 1st reading 3.18.15
R 4218  SUBSTANCE ABUSE

A. Definition

1. "Substance" or "substances" means alcoholic beverages, any controlled dangerous substances, including anabolic steroids as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, or 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 medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

2. "Substance test" means a test conducted by a State-licensed clinical laboratory using accepted substance use practices, accepted chain of custody procedures, and testing methodology recommended by the laboratory instrument's manufacturer.

3. "Support staff member's supervisor" or "supervisor" means the building or district administrative staff member who is responsible for supervising the support staff member. For the purposes of this Policy and Regulation, the support staff member's supervisor shall be the support staff member's Principal, School Business Administrator/Board Secretary, district Director or Supervisor, or any other administrative staff member designated by the Superintendent.

4. "Under the influence" means the presence of a substance as defined in Policy 4218 and this Regulation as confirmed in a medical examination and substance test.

B. Procedures to be Followed When a Support Staff Member is Suspected to be Under the Influence of a Substance

1. The following procedures shall be used when a support staff member is suspected of being under the influence of a substance during work hours.
a. The support staff member’s supervisor, upon receiving a report or information a support staff member may be under the influence of a substance during work hours will:

(1) Immediately notify the Superintendent of Schools;

(2) Immediately meet with the support staff member;

   (a) The support staff member’s supervisor may include another staff member in this meeting; and

   (b) The support staff member suspected of being under the influence may include another staff member or a representative of their choice in this meeting.

b. The support staff member’s supervisor shall present to the support staff member the report or information supporting the suspicion the support staff member may be under the influence of a substance.

c. The support staff member shall be provided an opportunity to respond to the report or information presented by the supervisor.

d. In the event the supervisor or designee believes the support staff member may be under the influence of a substance after meeting with the support staff member, the supervisor will arrange for an immediate medical examination to include a substance test.

e. The support staff member shall be transported to the examination and testing location by means of transportation approved by the Superintendent or designee and shall be accompanied by the support staff member’s supervisor or designee.

f. The support staff member, prior to the medical examination and substance test, will be informed by the physician or the
physician's designee on the type of testing to be completed and the substances that will be tested.

g. The support staff member may, prior to being examined and tested, disclose to the physician any prescription medicine, over-the-counter medicine or supplements, or any other reason why the support staff member's test results may be positive.

h. A support staff member's refusal to be examined or tested in accordance with the provisions of Policy 4218 and this Regulation will be deemed as a positive test for substances.

2. The medical examination and substance test shall be used by the physician to determine if the support staff member is under the influence of any substance as defined in Policy 4218 and this Regulation. The substance test procedures will provide for a confirming test using acceptable confirmation test procedures.

3. The physician shall receive the results of the substance test within twenty-four hours of the test being administered. If the results of the substance test are not available within twenty-four hours, the physician shall report the results to the Superintendent and the support staff member as soon as the test results are available.

4. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was not under the influence of a substance during work hours, the physician will notify the Superintendent of such results and the support staff member shall return to their position in the school district. Any records or documentation related to the incident shall not be included in the support staff member's personnel file.

5. If the physician determines, based upon the medical examination and the results of the substance test, that the support staff member was under the influence of a substance during work hours, the physician will:

a. Discuss the results of the examination and substance test with the support staff member and provide the support staff
member an opportunity to present any medical or other reasons for the physician's determination.

b. Provide the support staff member an opportunity to have the substance test results confirmed by a State-licensed clinical laboratory selected by the staff member and approved by the physician.

(1) The physician will schedule and coordinate the confirming test procedures, including the acceptable time period for the confirming test to be conducted based on the existing test results, and the time in which a confirming test result would be valid.

(2) The confirming substance test results must be provided to the physician within the time period required by the physician.

(3) Any confirming test results provided to the physician not within the time period required by the physician shall not be accepted and the support staff member shall be determined to have waived their right to a have a confirming substance test considered by the physician.

c. After completing the requirements in a. and b. above the physician shall make a final determination whether the support staff member was under the influence of a substance during the work hours.

(1) If the physician makes a final determination the support staff member was not under the influence during work hours, the physician will report these results to the Superintendent and the support staff member shall return to their position in the school district and any records or documentation related to the incident shall not be included in the support staff member's personnel file.

(2) If the physician makes a final determination the support staff member was under the influence during work hours, the physician will report these results to the Superintendent of Schools and the
support staff member will be required to meet with the Superintendent.

C. Procedures to be Followed When a Support Staff Member is Determined to be Under the Influence of a Substance

1. Any support staff member who has been determined by the physician to be under the influence of a substance during work hours shall be required to meet with the Superintendent.
   
a. The support staff member may include a staff member or a representative of their choice in this meeting.

2. The Superintendent will provide the support staff member an opportunity to respond to the physician’s determination.

3. A support staff member who has been determined to have been under the influence of a substance during work hours will be subject to appropriate discipline which may include termination of or the filing of tenure charges for a tenured support staff member.

Approved: 1\textsuperscript{st} reading 3.18.15
5460 HIGH SCHOOL GRADUATION

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

A. High School Graduation Requirements

A graduating pupil student must have earned a minimum of 135 credits (four-year high school: no fewer than one hundred twenty credits) credits in courses designed to meet all of the New Jersey Core Curriculum Content Standards including, but not limited to, the following credits:

1. 20 (At least twenty) credits in language arts literacy aligned to grade nine through twelve standards, effective with the 2009-2010 grade nine class;

2. 15 (At least fifteen) credits in mathematics, including Algebra I or the content equivalent (“content equivalent” is defined at N.J.A.C. 6A:8-1.3) effective with the 2008-2009 grade nine class; including geometry or the content equivalent effective with the 2010-2011 grade nine class; and including a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares pupils students for college and 21st century careers effective with the 2012-2013 grade nine class;

3. 15 (At least fifteen) credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;

4. 15 (At least fifteen) credits in science, including at least five credits in laboratory biology/life science or the content equivalent effective with the 2008-2009 grade nine class; including one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics effective with the 2010-2011 grade nine class; and including one additional laboratory/inquiry-based science course effective with 2012-2013 grade nine class;
5. **5 (At least three and three-quarters)** credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7 and 8;

6. **5 (At least five)** credits in visual and performing arts;

7. **5 (At least five)** credits in world languages or pupil **student** demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);

8. **2.5 (At least two and one-half)** credits in financial, economic, business, and entrepreneurial literacy, effective with 2010-2011 grade nine class;

9. Technological literacy, consistent with the Core Curriculum Content Standards, integrated throughout the curriculum;

10. **5 (At least five)** credits in 21st century life and careers, or career-technical education; and

11. Electives as determined by the high school program sufficient to total a minimum of **135 (must be at least one hundred twenty)** credits.

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

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

1. The district shall establish a process to approve individualized pupil **student** learning opportunities that meet or exceed the Core Curriculum Content Standards.
a. Individualized student pupil learning opportunities in all Core Curriculum Content Standards areas include, but are not limited, to the following:

(1) Independent study;
(2) Online learning;
(3) Work-based programs, internships, apprenticeships;
(4) Study abroad programs;
(5) Pupil Student exchange programs; and
(6) Structured Service learning experiences, and, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.
(7) Structured learning experiences.

b. Individualized pupil student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall:

(1) Be based on student pupil interest and career goals as reflected in the Personalized Student Pupil Learning Plans as they are phased in according to the schedule of implementation set forth at N.J.A.C. 6A:8-3.2(a);
(2) Include demonstration of pupil student competency;
(3) Be certified for completion based on the district process adopted according to 2. below; and
(4) Be on file in the school district and subject to review by the Commissioner or his/her designee.
c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the Core Curriculum Content Standards shall be permitted and shall be approved in the same manner as other approved courses.

2. The district shall establish a process for granting of credits through successful completion of assessments that verify pupil student achievement in meeting or exceeding the Core Curriculum Content Standards at the high school level, including standards achieved those occurring by means of the individualized pupil student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a2). Such programs or assessments may occur all or in part prior to a pupil's student’s high school enrollment; no such locally administered assessments shall preclude or exempt pupil student participation in applicable Statewide assessments at grades three through twelve.

a. The district shall choose assessments that are aligned with or exceed the Core Curriculum Content Standards and may include locally designed assessments.

b. The district shall choose from among the following assessment options to determine if pupils students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the Core Curriculum Content Standards:

(1) The Standards-based Measurement of Proficiency (STAMP) online assessment;

(2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPi); or

(3) Department-approved locally designed competency-based assessments.
3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: (select one or more options)
   
   ____ Advanced Placement (AP) courses;
   ____ the College-Level Examination Program (CLEP); or
   ____ concurrent/dual enrollment at accredited higher education institutions.

a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the Core Curriculum Content Standards.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation No. 5200;

2. Other requirements established by the Board of Education as indicated below:

23. Any statutorily mandated requirements for earning a high school diploma; and

34. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education, and as outlined in C. below.

4. Demonstrated proficiency in all sections of the High School Proficiency Assessment (HSPA), Competency Assessments, or Alternative High School Assessment process applicable to the class graduating in the year they meet all other graduation requirements, based on a schedule prescribed by the Commissioner in accordance with N.J.A.C. 6A:8-4.1(b) through (d); and
5. Those pupils graduating from an adult high school shall demonstrate proficiency in all sections of the HSPA, applicable Competency Assessments, or designated Alternative High School Assessment (AHSA) process for any subjects not yet passed on a previously approved Statewide assessment required for graduation.

C. High School Proficiency Assessment (HSPA) and Alternative High School Assessment (AHSA)

1. The district will provide pupils who have not demonstrated proficiency on one or more sections of the HSPA following the 11th grade, or applicable Competency Assessments, with the opportunity to demonstrate such competence through both repeated administrations of the HSPA and the AHSA process conducted in accordance with rules of the State Board of Education.

   a. The shall submit the results of the AHSA process to the Executive County Superintendent of Schools by March 31 of each year, or as otherwise determined by the Commissioner of Education, for approval for graduation in June of the same year. Such results shall include information, as prescribed by the Commissioner, pertaining to pupils successfully completing the AHSA process, and to those who fail to complete the AHSA process successfully.

   b. The Executive County Superintendent, as the Commissioner's designee, shall review the results of each pupil's AHSA and recommend to the Commissioner either approval or disapproval for graduation.

   c. All English Language Learners (ELLs) shall satisfy the school district's requirements for high school graduation, except that any ELLs may demonstrate that they have attained State minimum levels of proficiency through:

      (1) Passage of the AHSA process in their native language, when available, and passage of an English fluency assessment approved by the Department of Education; or

      (2) Passage of the AHSA process in English with appropriate accommodations.
d. Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the HSPA.

C. Statewide Assessment Graduation Requirements

1. The New Jersey Department of Education (NJDOE) is transitioning from the High School Proficiency Assessment (HSPA) to the Partnership for the Assessment of Readiness for College and Careers (PARCC) End-of-Course assessments for students, including students with disabilities, in the classes of 2016, 2017, and 2018.

2. Students in the classes of 2016, 2017, and 2018 will be able to demonstrate proficiencies in English Language Arts (ELA) and Mathematics required by State statute by either meeting the “cut score” on the PARCC assessments or meeting the “cut score” on a substitute assessment or by meeting the criteria of the NJDOE portfolio appeal process.

3. A student with a disability, whose Individualized Educational Plan (IEP) team determines the student is exempt from these requirements, would be required to achieve the alternative proficiency in his/her IEP.

4. The NJDOE has developed “concordant” cut scores for additional substitute assessments. For the classes of 2016, 2017, and 2018, students will be able to demonstrate proficiency in both ELA and Mathematics by meeting one of the criteria under English Language Arts and Mathematics as indicated below:

   a. English Language Arts

      - Passing score on a PARCC ELA Grade 9; or
      - Passing score on a PARCC ELA Grade 10; or
      - Passing score on a PARCC ELA Grade 11; or
      - SAT >= 400; or
b. Mathematics

- Passing score on a PARCC Algebra I; or
- Passing score on a PARCC Geometry; or
- Passing score on a PARCC Algebra II; or
- SAT >= 400; or
- ACT >= 16; or
- Accuplacer Elementary Algebra >= 76; or
- PSAT >= 40; or
- ACT Aspire >= 422; or
- ASVAB – AFQT >= 31; or
- Meet the criteria of the NJDOE Portfolio Appeal

D. Attendance

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

E. Pupils Students with Disabilities

1. The district, through the IEP process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may, for individual pupils with disabilities as defined in N.J.A.C. 6A:14-1.3, specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.

a2. The district shall specifically address any alternate requirements for graduation in a pupil’s student’s IEP, in accordance with N.J.A.C. 6A:14-4.11.

b3. The district shall develop and implement procedures for assessing whether a pupil student with a disability has
met any alternate requirements for graduation individually determined in an IEP.

24. If a pupil student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the pupil student shall have the choice of receiving a the diploma of the school attended or a the diploma of the school district of residence.

   a. If the school the pupil student is attending declines to issue a diploma to the pupil student, the district of residence Board of Education shall issue the pupil student a diploma if the pupil student has satisfied all State and local graduation requirements, as specified in the pupil's student's IEP.

35. Pupils Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related activities on a nondiscriminatory basis.

46. A pupil student with a disability whose IEP individualized education—program prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the pupil student has attended four years of high school.

57. When a pupil student with a disability graduates or exceeds the age of eligibility, the pupil student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the pupil's student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the
requirements adopted in accordance with State and local Board of Education requirements.

2. The Board of Education shall not issue a high school diploma to any pupil student not meeting the criteria specified in State and local requirements.

   a. The district shall provide pupils students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty, or until the requirements for a State-endorsed diploma have been met, whichever comes first.

   b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass the HSPA or applicable Competency Assessments meet the Statewide assessment graduation requirements, to return to school at scheduled times for the purpose of meeting the Statewide assessment graduation requirements taking the necessary test. Upon certification of meeting these requirements passing the test applicable to the pupil's class in accordance with N.J.A.C. 6A:8-5.1(a)8, a State-endorsed diploma shall be granted by the high school of record.

3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).

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

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

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually at a public meeting not later than September 30, to the Board of Education and to the Commissioner of Education the number of students who completed the twelfth grade course requirements and were denied a diploma and the number of students who received State endorsed diplomas.

1. The total number of pupils graduated;

2. The number of pupils graduated under the AHSA process;

3. The number of pupils receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEPs;

4. The total number of pupils denied graduation from the 12th grade class; and

5. The total number of pupils denied graduation from the 12th grade class solely because of failure to pass the HSPA or AHSA, based on the provisions of N.J.A.C. 6A:8-5.1(a)(3).

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

18A:35-4.9; 18A:35-7; 18A:36-17
N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Approved: 1st reading 3.18.15
5465 EARLY GRADUATION

The Board of Education will award a State-endorsed diploma to a student that has met all State and local requirements for high school graduation. In addition, the Board of Education shall award a State-endorsed high school diploma to any currently enrolled pupil student in accordance with the provisions of N.J.A.C. 6A:8-5.2(e) who has not completed the twelfth grade.

In accordance with the provisions of N.J.A.C. 6A:8-5.2(e), the Board of Education shall be awarded a State-endorsed high school diploma early by the Board of Education to any currently enrolled pupil student who:

1. Has performed at a proficient or advanced proficient level of achievement in all sections of the HSPA or applicable High School Competency Assessments demonstrated proficiencies in the Statewide assessments as required by the New Jersey Department of Education for high school graduation;

2. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and

3. Has formally requested an early award of a State-endorsed high school diploma.

The diploma will bear the date of its issuance. The pupil student may be permitted to participate in graduation ceremonies with his/her classmates without formal readmission to the school district on application to and approval of the high school Principal.

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

Approved: 1st reading 3.15.18
The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications and communication skills necessary to perform the duties of the position. Anyone driving a school bus driver will be used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 30 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student’s record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j). School bus drivers and bus aides shall receive training in the use of a student’s educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

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

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student pupil from the school bus, but if unable to manage a student pupil, the school bus driver will report the unmanageable student pupil to the Principal or designee of the school in which the student pupil attends.
The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student pupil from the bus. and The student’s parent pupil’s parent(s) or legal guardian(s) shall provide for the student’s pupil’s transportation to and from school during the time of exclusion.

In the event of an emergency, the school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation drills at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

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

A school bus driver, during the driver’s work schedule, may only use a cellular, or other wireless telephone, for school-related business. The driver is School bus drivers are prohibited from using a cellular, or other wireless telephone, while operating a school bus. A cellular, or other wireless telephone, may only be used for school-related business by the school bus driver while operating the school bus, unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.
The school bus drivers are responsible for the safety of their pupils and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

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

Approved 1st reading 3.18.15
A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
   a. Student management and discipline;
   b. School bus accident and emergency procedures;
   c. Conducting school bus emergency exit drills;
   d. Loading and unloading procedures;
   e. School bus stop loading zone safety;
   f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
   g. The use of student’s educational records, including the district’s responsibility to ensure the privacy of the student and his or her records, if applicable.

2. The district shall administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.

The following procedures apply to all school bus drivers employed by the Board of Education or under contract with the Board of Education for the transportation of pupils to and from school or in the course of an activity sponsored by the Board of Education.

BA. Emergency Bus Evacuation Exit Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students pupils who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year at least once per year for all other pupils.
2. The school bus drivers and bus aides shall will participate in the emergency exit drills.

3. Bus exit drills will be conducted on school property and shall will be supervised by the Principal or by a person assigned by the Principal to act in a supervisory capacity supervise the drill. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students pupils.

4. The portion of the drill involving the use of the rear emergency door, which requires students pupils to jump from the bus to the ground a thirty-inch drop, does need not to be performed by every student pupil; a few pupils and may be demonstrated by for the others.

5. The school bus driver or supervisor of the drill shall:

   a. Describe and demonstrate the use of kick-out windows and split-sash windows;

   b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;

   c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;

   d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;

   e. Demonstrate the use of the emergency exit door;

   f. Instruct students pupils that lunches and books should be left on the bus in the evacuation procedure;

   g. Encourage appoint older, bigger students pupils to assist younger, smaller students pupils in their exit from the bus;

   h. Have students pupils leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;
i. Instruct students pupils to group in a safe place at least fifty-“giant steps” distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority; and

j. Tolerate no student pupil misbehavior in the conduct of the drill; the failure of any pupil student to follow directions must be reported to the Principal; and

k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.

6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:

   a. The date of the drill;

   b. The time the drill was conducted;

   c. The school name;

   d. The location of the drill;

   e. The route number(s) included in the drill; and

   f. The name of the Principal or assigned person(s) who supervised the drill.

CB. Additional Precautions

1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Principal (Transportation Supervisor or Principal or designee).
A _________ (pupil leader, school bus aide, adult monitor, or other) will be appointed to assist the school bus driver. A pupil leader will be selected on the basis of the pupil’s maturity, ability to lead, and, where possible, residency near the farthest point of the bus route; written parental approval must be secured. The _______________ will be trained to substitute for the bus driver in the event of the driver’s incapacitation.

2. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.

3. Each school bus shall be equipped with:
   a. A list of the pupils students assigned to that bus;
   b. A first aid kit approved by the school nurse medical inspector and inspected regularly by the school bus driver school-nurse;
   c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver; and
   d. Flags or flares or other warning devices; and
   e. Any other equipment or supplies determined to be included on the school bus by the administration.

4. Each school bus driver shall:
   a. Inspect Daily survey his/her bus for possible hazards or safety concerns before driving the bus each day;
   b. Keep aisles and passageways clear at all times;
   c. Maintain student pupil discipline on the bus;
d. Prohibit the presence of any **non-service** animal, firearm, ammunition, weapon, explosive, or any other dangerous or **illegal** material or object on the school bus;

e. Report promptly to the **Principal** (Principal, Transportation Supervisor, Other) any potential driving hazard on his/her route, such as construction, road work, etc.;

f. Report promptly to the **Principal** (Principal, Transportation Supervisor, Other) any deviation in the bus route or schedule;

g. Drive at safe speeds at all times and exercise extraordinary care in inclement weather;

h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations; and

i. Not smoke, eat, or drink **while in or operating the bus at any time** any liquid or perform any act or behave in any manner that may impair the safe operation of the school bus while it is transporting pupils;

j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and

k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.

**DG.** General Emergency Rules

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

2. School The bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine stopped the motor, removed the ignition key, and safely secured the school bus set the auxiliary brake, and put the transmission in gear for a standard transmission or in "Park" for an automatic transmission.

3. A school bus must be evacuated when:

a. There is a fire in the engine or any other portion of the bus;

b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away; or

c. The bus is disabled for any reason and

   (1) Its stopping point is in the path of a train or is adjacent to a railroad track,

   (2) A potential exists for the position of the bus to shift thus endangering students pupils, or

   (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision; or

d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.

4. When a school bus is evacuated, students pupils shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. **Students** Pupils who have been evacuated from a school bus shall be moved to a safe place and distance at least 100 feet from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.

6. No **student pupil** shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.

7. **In the event** Whenever a school bus is disabled in the course of providing **student pupil** transportation, the driver, or a responsible person designated appointed by the driver, will notify the **Principal of the receiving district (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other)** of the number and location of the bus and the circumstances of the disability. The **Principal of the receiving district Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other** will make arrangements for the safety of the **students pupils-involved**, by substitute transportation or otherwise.

**ED.** Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented.

   a. The school bus driver shall, in person or through a responsible **designee delegate**, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.

   b. The school bus driver will attempt to make all **students pupils** as safe and comfortable as possible. **If possible and necessary**, the driver will administer emergency first aid to injured **students pupils**.

   c. Each pupil on a school bus involved in an accident must be examined for possible injuries, whether or not the pupil
appears to have been injured. In the event the school medical inspector is not immediately available, pupils will be examined by the school nurse or by the pupil’s personal physician. A written report must be made of the medical condition of each pupil on the bus and submitted to the ____________________________ (Principal of the receiving school, Transportation Supervisor, School-Business Administrator, Other).

In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:

(1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or

(2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.

d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.

(1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.

(2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any
injuries from the accident the next school day or
if the parent of a student requests the school
nurse examine their child the next school day.

ed. If another vehicle(s) is involved, the bus driver will obtain
the following information from the driver(s) of that
vehicle(s) or from law enforcement officers at the
accident scene: driver's name, driver's license number,
vehicle owner's name and address, vehicle registration
number, owner's insurance company and policy number,
and a description of the vehicle (color, make, year, body
type).

e. The driver will obtain the names and addresses of persons
involved in the accident and, if possible, of witnesses.

f. The following notifications must be provided:

(1) The school bus driver must report immediately to
the Principal of the receiving school and the School
Business Administrator or designee of the district
providing the transportation, any accident that
involves an injury, death, or property damage. In
addition, the bus driver must complete and file the
Preliminary School Bus Accident Report prescribed
by the Commissioner of Education Department of
Education with the Principal of the receiving
school. The written accident report must be
accurate and complete.

(2) The Principal of the receiving school shall retain a
copy of the Report and forward other copies of the
Report as prescribed by the New Jersey Department
of Education.

(3) In addition, a school bus driver involved in an
accident resulting in injury or death of any person,
or damage to property of any one person damage
in excess of $500 shall complete and file, within
ten days after such the accident complete and file a

(4) The parent(s) or legal guardian(s) of students pupils involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by per ambulance or by other emergency personnel report.

2. In the event the school bus driver is incapacitated, the following procedures will be implemented:

a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.

b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. When the school bus driver is incapacitated, the ____________ (pupil leader, school bus aide, adult monitor, other (see paragraph B1)) shall take charge of the bus and will be responsible for implementing these procedures. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.

c. If necessary, the bus shall will be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus the auxiliary brake set.

d. If necessary, the ____________ (pupil leader, school bus aide, adult monitor, other (see paragraph B1)) shall summon emergency-medical services to aid the driver.
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e. The ________________ (pupil-leader, school bus aide, adult monitor, other (see paragraph B1)) shall, in person or through a responsible delegate, immediately notify the ________________ (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other) of the number and location of the bus and, to the extent that it is known, the condition of the driver.

df. The _____ Principal of the receiving district ________ (Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other) shall immediately arrange for the transportation of the students pupils by substitute driver, substitute bus, or other means.

3. In the event of an injury to a student pupil on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.

a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student pupil who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.

b. If necessary, first aid will be administered.

c. If the student's pupil's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student pupil until emergency medical help arrives.

d. If the student's pupil's injury is not serious, and

(1) Occurs on the way to the school, the school bus driver will deliver the injured student pupil to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's pupil's parent(s) or legal guardian(s)
(2) Occurs on the way to the student's pupil's home, the school bus driver or another school district staff member will deliver the injured student pupil to his/her parent(s) or legal guardian(s) or to a responsible adult at the student's pupil's home or if no one is home the injured student pupil will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.

(3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student pupil and notify the student's pupil's parent(s) or legal guardian(s)

c. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student pupil is enrolled. The Principal may request that the school medical inspector examine the pupil or may request the pupil's parent(s) or legal guardian(s) to submit the report, if any, of the examining physician.