

1522 SCHOOL-LEVEL PLANNING (M)

~~M-Abolished~~

~~The Board of Education recognizes the school-level planning process involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.~~

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~~School Report Card~~

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~~The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The school district shall also make the report card available to the media. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.~~

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~~School Level Plan~~

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~~By September 30, each school in the district shall develop and implement a two-year plan based on school report card data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.~~

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~~At least once per semester, each school shall conduct meetings by grade level, department, team, or similarly appropriate group to review the school-level plan. The review shall include: school report card data; progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.~~

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~~Pupil Performance Objectives~~

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~~Each school in the district shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.~~

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~~If pupil performance is below minimum State standards, the objectives to meet those standards shall be established. Benchmarks (interim performance levels) shall be set forth to measure the school's progress toward the achievement of minimum State standards.~~

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~~If pupil performance is at or above minimum State standards, challenge objectives shall be established.~~

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~~The Superintendent shall, no later than August 1 of each year, submit each school's objectives to the Executive County Superintendent for review and approval.~~

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~~Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum State standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.~~

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~~Each school that does not meet established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate accomplishment of these objectives.~~

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~~N.J.A.C. 6A:32-12.2~~

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~~Adopted: 07 September 2011~~



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** ~~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** ~~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** classroom 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.~~

Approved : 1st reading 10.15.14



Student ~~PUPIL~~ HEALTH RECORDS (M)

5308 STUDENT ~~PUPIL~~ HEALTH RECORDS

The school district shall maintain mandated **student pupil** health records for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4 and ~~as defined in N.J.A.C. 6A:16-2.4(a)1 and 2.~~ The district will document **student pupil** health records using a form approved by the Commissioner of Education.

The maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(e). **Student Pupil** health records **may be stored electronically or in paper format and** shall be maintained separately from other **student pupil** records in a secure location, ~~located in the school building or complex to which the pupil is assigned, and~~ accessible to authorized personnel while school is in session. The health **history** and immunization record shall be removed from the **student's pupil's** health record and placed in the **student's pupil's** mandated record ~~until such time as~~ **upon** graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of **student pupil** health records when a **student pupil** transfers to or from a school district shall be in accordance with N.J.A.C. ~~6A:16-2.4(d)~~ **6A:16-7.1 et seq.**

Any Board of Education employee with knowledge of, or access to, information that identifies a **student pupil** as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the **student pupil** as an alcohol or drug user; or information provided by a secondary school **student pupil** while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent **upon** or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4**(b) through** (e) and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~incorporated herein by reference, as amended and supplemented,~~ **and** 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.



Student ~~PUPIL~~ HEALTH RECORDS (M)

The school district shall provide access to the **student's pupil's** health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student pupil** health records ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4~~5~~ or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the pupil's health record~~ to **students pupils** or adults in connection with an emergency, ~~if such knowledge is necessary~~ **the information contained in the student health record if the release is necessary** to protect the immediate health or safety of ~~a pupil~~ **the student** or other persons pursuant to N.J.A.C. 6A:32-7.5~~4~~.

N.J.A.C. 6A:16-2.4 et seq.; ~~6A:32-7.5 et seq.~~; 6A:32-7.4 et seq.;
6A:32-7.5 et seq.

Approved : 1st reading 10.15.14



5310 HEALTH SERVICES (M)

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The Board of Education shall develop and adopt written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):

1. Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);
2. Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);
3. Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);
4. Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);
5. An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);
6. Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);
7. Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
8. Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);



9. Provision of nursing services to non-public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);

10. Comprehensive substance abuse prevention, intervention, and treatment referral programs pursuant to N.J.S.A. 18A:40A-8 through 18 and N.J.A.C. 6A:16-3 and 4 (Policy & Regulation 5530);

11. Confidentiality related to juvenile justice proceedings pursuant to N.J.S.A. 2A:4A-60 and N.J.A.C. 6A:16-5.4, HIV identifying information pursuant to N.J.S.A. 26:5C-5 et seq., and drug and alcohol use information pursuant to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 through 7.2, and N.J.A.C. 6A:16-3.2 (Policies 8453 and 9323 and Policy and Regulation 5530); and

12. School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6).

The Board of Education shall develop and adopt policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):

1. Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);

2. Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);

3. Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);

4. Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home



instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);

5. Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and

6. Ensuring accessibility of the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

When the school district engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c)(Policies 2415.05 and 9560).

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and **shall** ensure staff members are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);

2. The administration of medication to **students** pupils in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);

3. The review of Do Not Resuscitate (DNR) oOrders received from the **student's** pupil's parent(s) or legal guardian(s) or medical home (Policy 5332);

4. The provision of health services in emergency situations, including:

a. The emergency administration of epinephrine via **Epi-pen auto-injector** epipen pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);

b. **The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);**

cb. The care of any **student** pupil who becomes injured or ill while at school or during participation **participating** in school-sponsored functions (Policy and Regulation 8441);



- dc. The transportation and supervision of any **student** pupil determined to be in need of immediate **medical** care (Policy and Regulation 8441); **and**
- ed. The notification to parents(s) or legal guardian(s) of any **student** pupil determined to be in need of immediate medical care (Policy and Regulation 8441).; and
- e. The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).
5. The treatment of asthma in the school setting in accordance with **the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335).**;
6. The administration of **student** pupil medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. **Utilization of** Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-1.1(f) **12:100-4.2, Safety and Health Standards for Public Employees**, and in compliance with **29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards**; the Centers for Disease Control and Prevention’s guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306).;
9. **Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student’s diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;**
10. **Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii; and**



11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.

The Board of Education shall **comply with** provide the **following required** health services as required **outlined** in N.J.A.C. 6A:16-2.2 as indicated below:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through **4.24** 4.16.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any **student** pupil whose parent(s) or legal guardian(s) has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on **students** pupils using methods required by and when specifically directed to do so by the New Jersey Department of Health and Senior Services, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report **by telephone to the health officer of the jurisdiction in which the school is located** any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, by telephone to the health officer of the jurisdiction in which the school is located.
5. Each school in the district shall have and maintain for the care of **students** pupils at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each **student** pupil medical examination shall be conducted at the medical home of the **student** pupil. If a **student** pupil does not have a medical home, the school district shall provide **the** this examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4.**



a. For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.

b. A full report of the examination shall be maintained as part of the pupil's health record.

7. The findings of **the** medical examinations as required under 8. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:

a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through **4.24** 4.16;

b. Medical history, including allergies, past serious illnesses, injuries, and operations, medications, and current health problems;

c. Health screenings including height, weight, hearing, blood pressure, and vision;
and

d. Physical examinations.

8. The school district shall ensure that **students** pupils receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:**

a. Prior to participation on a school-sponsored interscholastic athletic team or **intramural athletic team or** squad for **students** pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;

b. Upon enrollment **in** into school in accordance with N.J.A.C. 6A:16-2.2(h)2;

c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;

d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and

e. When the pupil **a student** is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.



9. The Board of Education shall make accessible information regarding the **New Jersey FamilyCare Program** for pupils **to students** who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
10. Information concerning a **student's** pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.
11. The **Board of Education** school nurse shall ensure that **students** pupils receive health screenings as outlined in **N.J.A.C. 6A:16-2.2(k)**, below in accordance with New Jersey Department of Education Health Service Guidelines:
- a. Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.
 - b. Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.
 - c. Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.
 - d. Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.
 - e. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.
 - f. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.
12. The _____ **school nurse or designee** shall screen to ensure hearing aids worn by **students** pupils who are deaf and/or hard of hearing are functioning properly. The _____ **school nurse or designee** will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist **students** pupils hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.
N.J.A.C. 6A:16-1.34 et seq.; 6A:16-2.2 et seq.

Approved: 1st reading 10.15.14



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5339 SCREENING FOR DYSLEXIA

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

In the event a student who would have been enrolled in Kindergarten, grade one, or grade two during or after the 2014-2015 school year enrolls in the district in Kindergarten through grade six during or after the 2015-2016 school year and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 et seq., the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.1. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities, or if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

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

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



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

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

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

Approved: 1st reading 10.15.14



5530 SUBSTANCE ABUSE (M)

M

The Board of Education recognizes that a **student's** pupil's abuse of harmful substances seriously impedes that **student's** pupil'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 and 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.

For the purposes of this policy:

“Substance” means alcoholic beverages, controlled dangerous substances, including anabolic steroids, as defined at N.J.S.A. 24:21-2 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 at N.J.S.A. 2C:35-10.4 and over-the-counter and prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

“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.



“Evaluation” means those procedures used by a certified or licensed professional to make a positive determination of a pupil’s need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil’s family.

“Intervention” means those programs, services, and actions taken to identify and offer help to a pupil at risk for learning, behavior, or health difficulties.

“Referral for treatment” means those programs and services offered to a pupil or his or her family to help implement the recommendations of an evaluation or in response to the family’s request for assistance with a learning, behavior, or health difficulty.

“School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central services facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and 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.

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 buses or at school-sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.

A **student** pupil who uses, possesses, or distributes a **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** substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil’s needs. Discipline may include suspension or expulsion. The Board **will** may establish consequences for a **student** pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The Superintendent



and/or designee will notify the appropriate law enforcement agency pursuant to N.J.A.C. 6A:16-6.3(a).

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** comprehensive program of prevention, intervention, referral for evaluation, referral for treatment, and continuity of care for pupil alcohol, tobacco, and other drug abuse.

D. Identification, Evaluation, and Intervention **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** pupil 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(s) or legal guardian(s) of the **student** pupil, the Building 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** pupil, the **student** pupil 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** pupil's physical or mental ability to perform in school, the **student** pupil shall be immediately returned to school. If there is a positive determination from the medical examination indicating the **student's** pupil's alcohol or other drug use interferes with his or her physical or mental ability to perform in school, the **student** pupil shall be returned to the care of the parent(s) or legal guardian(s) as soon as possible. and 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** pupil's alcohol or other drug use no longer interferes with his or her physical and mental ability to perform in school.

e. Removal of a **student** pupil with a disability shall be in accordance with N.J.A.C. 6A:14.

f. While a **student** pupil is at home because of the medical evaluation or after the **student** pupil returns to school, an appropriately certified school staff member(s) will conduct an alcohol and other drug assessment of the **student** pupil and a reasonable investigation of the situation and may initiate referral alcohol or other drug abuse treatment in accordance with N.J.A.C. 6A:16-4.3(a)12, 4.3(a)13, and 4.3(a)14.

PUPILS
5530/page 5 of 10
Substance Abuse

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.**

[Optional

h. The Board may provide additional intervention and referral services for the **student** pupil 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** shall have reason to believe a **student** pupil has used or may be using anabolic steroids, that **the** person shall report the matter in accordance with N.J.A.C. 6A:16-4.3(b)1.



b. The Building Principal or designee upon receiving such report shall immediately notify the parent(s) or legal guardian(s) and Superintendent and shall arrange for an examination of the **student** pupil as soon as possible to determine whether the **student** pupil 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 Superintendent will disclose to law enforcement authorities the identity of the pupil pursuant to 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(s) or legal guardian(s), Building Principal, and Superintendent.

e. If it is determined the **student** pupil has used anabolic steroids, an appropriately certified school staff member(s) shall interview the **student** pupil and others to determine the extent of the **student's** pupil'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** pupil's involvement with and use of anabolic steroids represents a danger to the **student's** pupil'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(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of **students** pupils **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.** In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse, the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

F. Parent Training Program/Outreach Program Outreach to Parents

N.J.S.A. 18A:40A-16; 18A:40A-17
N.J.A.C. 6A:16-4.1(c)87.

The Board will provide an **a parent training program/outreach program in accordance with the provisions of N.J.S.A. 18A:40A-16 and 17**. to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) or legal guardian(s) on school premises or in other suitable facilities.

G. Records and Confidentiality of Records

§408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C., and Implementing Regulations,

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** pupil'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 No. 8330 regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves



school. Information **concerning** regarding a **student's** pupil'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** in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee-3, and implementing regulations, 42 CFR Part 2.

If an elementary or secondary **student pupil who is participating** involved 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** pupil's parent(s) or legal guardian(s) or other person residing in the **student's** pupil'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** the pupil's written consent, to another person or entity whom the pupil specifies in writing in the case of a secondary pupil, or to a member of the pupil's immediate family or the appropriate school personnel in the case of an elementary pupil; pursuant to a court order; to a person engaged in a bona fide research purpose, except that no names or other information identifying the pupil or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or to the Division of Youth and Family Services or to a law enforcement agency, if the information would cause a person to reasonably suspect that the elementary or secondary pupil or another child may be an abused or neglected child.

H. Nonpublic School **Students** Pupils

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

The Board **has the power and duty to loan** will lend to **students** pupils attending nonpublic schools located in this district and to the parents(s) or legal guardian(s) of such **students** pupils **all** educational materials on **the nature and effects of drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances** substance abuse prepared and supplied **developed and made available** by the Commissioner of Education. The Board **shall not be required to expend funds for the loan of these** such materials shall be at no cost to the district.

I. Civil Immunity

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



No civil 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** school staff member who in good faith reports a **student** pupil to the Building 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 Pupils to Law Enforcement Authorities

N.J.A.C. **6A:16-4.1**; 6A:16-6.3(a)

The Superintendent, or designee, shall **disclose to law enforcement authorities the identity report of a student** pupils to law enforcement authorities if the staff member has reason to believe a pupil **reasonably believed to be in possession of a controlled dangerous substance, including anabolic steroids, or related paraphernalia** is unlawfully possessing or in any way involved **or implicated** in the distribution **activities regarding** of controlled dangerous substances, **including** anabolic steroids, or drug paraphernalia, pursuant to N.J.A.C. 6A:16-4.1(c)9 6.3(a). The Superintendent **or designee shall** will not **disclose the identity of the student** report pupils who **has** have voluntarily sought **and participated in an appropriate** treatment or counseling **program for an alcohol or other drug** substance abuse problem provided the **student** pupil is not **reasonably believed to be** involved or implicated in a current drug-distribution activities.

The Superintendent or designee may, but need not disclose to law enforcement authorities the identity of a **student** pupil suspected to be under the influence of alcohol and/or **other drugs** controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.1(c)9.i. 4.3(a), or a pupil 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 evaluation, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol or other drugs or has been using anabolic steroids, provided the pupil is not reasonably believed to be in possession of a controlled dangerous substance or drug paraphernalia, and is not reasonably believed to be involved or implicated in drug distribution activities. **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** pupil alcohol and drug abuse. The Board **may** shall solicit parent(s) or legal guardian(s), **student**, pupil 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 **P**olicy and **R**egulation shall be made available annually, **disseminated** at the beginning of the school year, to all school **staff** employees, **students** pupils, and parents(s) or legal guardian(s) **through the district website or other means**. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his/her arrival in the district.

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.**

Approved: 1st reading 10.15.14



5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation that may involve a committee of parents, students, and community members that represent, where possible, the composition of the district's schools and community. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).



Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy and Regulation 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's

Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of



appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student’s history of problem behaviors and performance, and shall be consistent with this Policy and the school district’s Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying shall be designed to correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for documented systemic problems related to harassment, intimidation, or bullying.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district’s Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.



Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.8, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Electronic Violence and Vandalism Reporting System, pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Approved: 1st reading 10.15.14



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.

Gender-related identity may be provided to the school district by a parent of a student or by an adult student with evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related identity is sincerely held as part of the student's core identity.

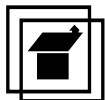
The Board of Education believes the responsibility for determining a student's gender-related identity rests with the student, or in the case of young students not yet able to advocate for themselves, with the parent. Therefore, the Board will accept a student's assertion of his or her gender identity when there is consistent and uniform assertion of the gender-related identity, or any other evidence that the gender-related 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 when there is a



credible basis for believing the student's gender-related identity is being asserted for some improper purpose. Confirmation of a student's asserted gender must include a letter from a parent or the adult student to the Superintendent of Schools indicating the student is gender non-conforming.

The Board recognizes school-related issues regarding transgender students will vary on a case-by-case basis. Therefore, the Superintendent of Schools or designee will meet with the parent 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 and use of restrooms, locker rooms, changing facilities, physical education classes, and other gender issues affecting the transgender student and his/her attendance at school. The school district will take reasonable measures to accommodate the needs of transgender students.

Approved: 1st reading 10.15.14



M

8505 WELLNESS POLICY/NUTRIENT STANDARDS FOR MEALS AND OTHER FOODS

The Board of Education recognizes child and adolescent obesity has become a major health concern in the United States. The Healthy, Hunger Free Kids Act of 2010 (HHFKA), funds child nutrition programs and establishes required nutrition standards for school lunch and breakfast programs. In accordance with the requirements of the HHFKA each school in the district shall implement this Wellness Policy that includes goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness.

A. Wellness Policy Goals

The goals as outlined below shall apply to each school in the district.

1. Goals for Nutrition Promotion – The following activities will be coordinated in each school in the district:
 - a. Age-appropriate posters will be posted on the walls where food and beverages are served to students highlighting and encouraging the value of good nutrition.
 - b. The school lunch program will have promotional days during the school year where at least one new nutritional alternative menu item will be featured as part of the menu pattern meal component. The food service staff members will promote this nutritional alternative during meal service with posters, flyers, and/or hand-outs regarding the nutritional menu item alternative.
 - c. The Principal or designee will encourage food products that meet the nutrition standards of the HHFKA when used as an incentive or reward for student accomplishments, club or activity achievements, and/or success in competitions within the school.
 - d. Food service staff, in consultation with the Principal or designee, will coordinate obtaining student input on menu planning that will include taste testing of new nutritional food, satisfaction surveys, and other activities that will promote nutrition awareness.
 - e. Food service staff will place the healthier food items in the service line where students are more likely to choose them.



f. Parents will be provided the nutritional standards of the HHFKA and encourage parents to pack lunches and snacks that meet the HHFKA nutritional standards.

2. Goals for Nutrition Education – The following activities will be coordinated in each school in the district:

a. The Principal will ensure each student receives at least one presentation per school year that promotes good nutrition and nutrition education. These presentations may be provided through classroom visits from school staff members trained in nutrition, school-wide or group assembly programs, during health/physical education classes during the school year, or any other presentation manner. This requirement may be provided as part of nutrition education provided to students as part of the district's curriculum.

b. The Principal or designee will post the nutritional guidelines of the HHFKA in the area of the school building where food and beverages are served.

c. The school lunch menu will include nutritional information, activities, recipes, and/or any other information that encourages the selection of healthy food items.

3. Goals for Physical Activity

a. The following activities will be coordinated in each elementary school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Principal or designee will ensure there is age-appropriate equipment and supplies available during recess time for students to participate in physical activities.

(3) Students will be encouraged by school staff members supervising student recess time to participate in some type of physical activity, which may include, but not be limited to: walking; playing games that require physical activity, such as kick ball, volleyball, baseball, basketball, etc.; rope jumping; and/or using playground equipment.

(4) The Principal will encourage classroom teachers to incorporate brief, physical activity breaks into the school day to establish an environment that promotes regular physical activity throughout the school day.

(5) The Principal or designee will coordinate special events that highlight physical activity, which may include field days, walk-a-thons, and activity tournaments or



competitions. The Principal or designee may involve parents, community members, and students in the planning of these events.

b. The following activities will be coordinated in each middle school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education may offer middle school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

c. The following activities will be coordinated in each high school in the district:

(1) All students shall receive health/physical education under the supervision of a properly certified teaching staff member as required by the New Jersey Department of Education.

(2) The Board of Education will offer high school students opportunities to participate in after-school intramural and/or interscholastic team activities coordinated and under the supervision of school staff members.

(3) The Board of Education will support after-school activities and clubs where physical activity for students is included as a key component to the activity's or club's purpose. These clubs may include, but not be limited to, gardening clubs, walking clubs, and exercise classes.

4. Goals for Other School-Based Activities - The following activities will be coordinated in each school in the district:

a. Each school in the district will establish a Wellness Committee comprised of the Principal or designee, at least one health/physical education teacher, a school nurse, at least two parents, at least two students, and at least one food service staff member.



b. The Principal or designee will coordinate information being disseminated to students and parents promoting the school lunch program, nutrition, and nutrition education.

c. The school district will celebrate a School Wellness Week, as determined by the Superintendent of Schools, where schools will have special activities throughout the week to promote nutrition and physical activity. These special activities will be planned and coordinated by each school's Wellness Committee.

d. The Principal will encourage fund-raising activities that promote physical activity such as walk-a-thons, teacher-student activity competitions, family activity nights, and school dances.

5. Annual School Progress Report

a. The goals for nutrition promotion, nutrition education, physical activity, and other school-based activities that promote student wellness shall be evaluated annually by the Principal or designee of each school and the school's Wellness Committee in an Annual School Progress Report provided to the Superintendent of Schools before June 30.

b. The Annual School Progress Report shall present the extent to which each school is in compliance with this Policy, the progress made in attaining the goals of this Policy, any recommended changes to this Policy, and an action plan for the following school year to achieve the school's annual goals and objectives.

6. Annual District Summary Progress Report

a. Upon receiving the Annual School Progress Report from each school, the Superintendent or designee will compile an Annual District Summary Progress Report to be presented to the Board of Education at a public meeting before the beginning of the school year. The public will be provided an opportunity to review and comment on the Annual District Summary Progress Report at the Board meeting.

b. Revisions to this Policy will be recommended by the Superintendent or designee to be approved by the Board of Education before September 30 of each school year.

7. Additional Wellness Policy Goals

a. Nothing in this Policy shall prevent an individual school in the district from developing and implementing additional activities, approved by the Superintendent or designee, to those required in this Policy.



B. Nutrition Guidelines for All Foods and Beverages

1. The Board of Education requires each school in the district to comply with the Federal school meal nutrition standards and the smart snacks in accordance with the requirements HHFKA. The nutritional standards shall apply to all foods and beverages sold in each school in the district as part of the menu pattern meal, a la carte, in school stores, snack bars, or vending machines. The food requirements for any food sold in schools must meet a range of calorie and nutrient requirements as outlined in the HHFKA.

2. The school district will comply with the HHFKA beverage requirements and beverage portion requirements for elementary, middle, and secondary schools. Each school will make potable water available to children at no charge in the place where breakfast, lunch, and afterschool snacks are served during meal service.

3. On-campus fundraisers involving food or beverage items must meet the Smart Snack standards of the HHFKA. The nutrition standards of the HHFKA do not apply to non-school hours, weekends, and off-campus fundraising events. The United States Department of Agriculture defines school day as starting from midnight to thirty minutes after the end of the school day. Fundraisers involving the sale of food or beverages must be submitted to the Principal or designee for approval.

C. District Coordinator

The Superintendent or designee shall be the school district official responsible to ensure each school in the district complies with the requirements as outlined in this Policy.

D. Publication/Dissemination

This Policy will be made available to staff members, students, and parents by being posted on the school district and/or school websites.

The Healthy, Hunger-Free Kids Act of 2010

Approved: 1st reading 10.15.14



R 5308 STUDENT PUPIL HEALTH RECORDS

Student Pupil health records shall be maintained for each **student** pupil pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of **student** pupil health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated **Student** Pupil Health Records

1. The following mandated **student** pupil health records shall be maintained:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of **student** pupil health histories, health screenings, and required medical examinations that are relevant to school participation on the **student's** pupil's health record using a form approved by the Commissioner of Education.

B. Maintenance of **Student** Pupil Health Records

1. The school district shall maintain **student** pupil health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. **Student health records may be stored electronically or in paper format. When records are stored electronically, proper security and backup procedures shall be administered;**
 - ba. **Student** Pupil health records, **whether stored on paper or electronically**, shall be maintained separately from other **student** pupil records, **until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record** in a secure location; **and**
 - cb. **Student** Pupil health records kept in electronic form shall be both accessible **during the hours in which the school program is in operation** and secure according to N.J.A.C. 6A:32-7.4(d);.



- b. Pupil health records shall be located in the school building or complex to which a pupil is assigned;
- d. Pupil health records shall be accessible to authorized personnel while school is in session; and
- e. The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

C. Transferring **Student** Pupil Health Records

1. The school district shall ensure **compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330** the following when transferring **student** pupil health records:.

- a. Original mandated pupil health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- b. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- c. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out-of-State school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- d. Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and
- e. The Chief School Administrator or designee shall request all pupil health records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district.



D. Restrictions for Sharing **Student** Pupil Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing that information as required by Federal and State statutes and regulations.

a. Information that identifies a **student** pupil as having HIV infection or AIDS shall be shared only with prior written informed consent of the **student** pupil age twelve or greater, or of the **student's** pupil's parent(s) or legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the **student** pupil.

b. Information obtained by the school's alcohol and other drug program which would identify the **student** pupil as an alcohol or other drug user may be disclosed only for those purposes and under those conditions permitted by 42 CFR Part 2.

c. Information provided by a secondary school **student** pupil while participating in a school-based alcohol or other drug counseling program that indicates a parent, guardian, or other person residing in the **student's** pupil's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to **Student** Pupil Health Records

1. Access to and disclosure of information in the **student's** pupil's health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, **and** incorporated herein by reference, as amended and supplemented, 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 **et seq.**, Student Records.

2. The school district shall provide access to the **student** pupil health records to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.

a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student's** pupil's health record that are necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



REGULATION

KEYPORT
BOARD OF EDUCATION

PUPILS
R 5308/Page 4 of 4
PUPIL HEALTH RECORDS (M)

Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the pupil's health record to **students** pupils or adults in connection with an emergency **the information contained in the student health record**, if such knowledge **the release** is necessary to protect the immediate health or safety of the **student** pupil or other persons pursuant to N.J.A.C. 6A:32-7.4.

Approved: 1st reading 10.15.14



R 5310 HEALTH SERVICES (M)

M

A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse – means a person who holds a current **license** certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified School Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate** Endorsement, school nurse or school nurse/non-instructional **endorsement** from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.
3. Medical Examination – means the assessment of an individual’s health status.
4. Medical Home – means a health care provider, **including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12** and **the** that provider’s practice site chosen by the **student’s** pupil’s parent or legal guardian for the provision of health care.
5. Non-certified Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
6. Physical Examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse. The term includes very specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. School Physician – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions



Each **student** pupil medical examination shall be conducted at the medical home of the **student** pupil. If a **student** pupil does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4**. For the purpose of the physical examination required for pupils prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for pupils enrolled in grades six to twelve, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician. A full report of the examination shall be maintained as part of the pupil's health record.

The findings of required examinations under C. through G. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:

1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16;
2. Medical history including allergies, past serious illnesses, injuries, and operations, medications, and current health problems;
3. Health screenings including height, weight, hearing, blood pressure, and vision; and
4. Physical examinations.

The district Board of Education shall make accessible information regarding the **New Jersey** FamilyCare Program for **students** pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

Pursuant to N.J.S.A. 18A:40-4.4, a **student** pupil who presents a statement signed by his/her parent(s) or legal guardian(s) that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the **student** pupil is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.

Information concerning a **student's** pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.



C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for **Students** Pupils Enrolled in **Any** Grades Six to Twelve

The school district shall ensure that **students** pupils receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for **students** pupils enrolled in any of the grades six to twelve.

1. The examination shall be conducted within 365 days prior to the first practice session.

2. The medical examination shall include a health history questionnaire, completed and signed by the parent(s) or legal guardian(s).

a. The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the **student** pupil had or currently has any of the following conditions since their last physical:

- (1) Injuries;
- (2) Chronic or ongoing illness;
- (3) **Need for p**rescribed medication;
- (4) Allergies;
- (5) Head-related conditions;
- (6) Heart-related conditions;
- (7) Eye, ear, nose, mouth, or throat conditions;
- (8) Neuromuscular/orthopedic conditions; or
- (9) General or exercise-related conditions.



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

- (1) Measurement of weight, height, and blood pressure;
- (2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, **a rash**, and purpura;
- (3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
- (4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
- (5) Examination of the nose to assess the presence of deformity which may affect endurance;
- (6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;
- (7) Examination of chest contour;
- (8) Auscultation and percussion of the lungs;
- (9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
- (10) Assessment of the abdomen with attention to the possible presence of **hepatomegaly** heptamegaly, splenomegaly, or abnormal masses;
- (11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
- (12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;
- (13) Assessment of physiological maturation; and



(14) Neurological examination to assess balance and coordination.

c. The medical report shall indicate **if** whether a **student** pupil is allowed or disallowed to participate in the required sports categories and **shall** must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.

d. **An incomplete** A form that is incomplete shall be returned to the **student's** pupil's medical home for completion **unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.**

3. Each **student** pupil whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent(s) or legal guardian(s). The health history update shall include the following information:

a. Hospitalization/operations;

b. Illnesses;

c. Injuries;

d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and

e. Medications.

4. Each school district shall provide **to the parent** written notification signed by the school physician to the parent(s) or legal guardian(s) stating approval of the **student's** pupil's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the **student's** pupil's participation.

5. A **student** pupil that **who** does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

D. Medical Examinations - Upon Enrollment **in** Into School



1. The school district shall ensure that **students** pupils receive medical examinations upon enrollment **in** into school. **The p**Parent(s) or legal guardian(s) shall be required to provide examination documentation of each **student** pupil within thirty days upon **of enrollment in the** enrolling into school.

2. When a **student transfers** pupil is transferring to another school, **the sending** each school district shall ensure **the entry-examination** that pupil documentation of entry examination is forwarded to the **receiving** transfer school district pursuant to N.J.A.C. 6A:16-2.4(d).

3. **Students** Pupils transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period in order to obtain entry examination documentation.

4. The **school district** school nurse shall notify parents(s) or legal guardian(s) **through its website or other means about** of the importance of obtaining subsequent medical examinations of the **student** pupil at least once during each developmental stage:, at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);.

E. Medical Examinations - When **Students** Pupils Apply for Working Papers

1. The school district shall ensure that a pupil receives medical examinations when applying for working papers. Pursuant to N.J.S.A. 34:2-21.7 and 21.38, the school district **may provide** is responsible for the administration of **a** medical examinations for a **student** pupil pursuing a certificate of employment.

2. A statement of physical fitness shall be signed by the school physician unless the parent(s) or legal guardian(s) elects to obtain the examination at the pupil's medical home.

23. The school district shall not be held responsible for the costs incurred by the parent(s) or legal guardian(s) who elects to obtain the **for** examinations at the **student's** pupil's medical home **or other medical provider(s)**.

F. Medical Examinations - For ~~t~~The Purposes ~~o~~f ~~t~~The Comprehensive Child Study Team Evaluation Pursuant ~~t~~o N.J.A.C. 6A:14-3.4



1. The school district shall ensure that **students** pupils receive medical examinations for the purposes of the **c**omprehensive Child Study Team **e**valuation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When ~~a~~ **Student** Pupil ~~is~~ Suspected ~~o~~ **f** Being Under ~~t~~ **h**e Influence ~~o~~ **f** Alcohol ~~o~~ **r** Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a **student** pupil who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the **student's** pupil's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.

2. No school staff shall interfere with a **student** pupil receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings

The Each district Board of Education shall ensure that **students** pupils receive health screenings **in accordance with N.J.A.C. 6A:16-2.2(k)**.

1. Screening for height, weight, and blood pressure shall be conducted annually for each **student** pupil in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for **students** pupils in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for **students** pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.

4. Screening for scoliosis shall be conducted biennially for **students** pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.

5. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.



REGULATION

KEYPORT
BOARD OF EDUCATION

PUPILS
R 5310/Page 8 of 4
HEALTH SERVICES (M)

6. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any **student** pupil suspected of deviation from the recommended standard.

Approved: 1st reading 10.15.14



R 5530 SUBSTANCE ABUSE (M)

M

The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means ~~those~~ procedures used by a certified or licensed professional to make a positive determination of a **student's pupil's** need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the **student pupil** or the **student's pupil's** family.

~~2. "Intervention" means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.~~

2. "Other drugs" mean 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).

34. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a **student pupil**. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the **student pupil**, as well as the natural or adoptive parent(s) of the **student pupil**, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

43. "Referral for evaluation" means ~~those~~ programs and services **suggested offered** to a **student pupil** or his or her family in order to make a positive determination regarding a **student's pupil's** need for services **that which** 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.

75. “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. 24:21-2 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 at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications **that** ~~which~~ are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

86. “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.

97. “Under the influence” of substances means that the **student pupil** 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, possession, and/or distribution of a substance is a serious offense, and the **student pupil** who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. **Students Pupils** who violate the substance abuse rules will be disciplined as follows:



| Offense | Penalty |
|---|---|
| <p>1. Drug or alcohol possession, use, selling, or paraphernalia possession</p> | <p>First offense</p> <ul style="list-style-type: none"> a. Maximum 10 days OSS b. Mandatory police notification c. 10 day co-curricular suspension <p>Second offense</p> <ul style="list-style-type: none"> a. Mandatory 10 days OSS b. Mandatory police notification c. Board expulsion hearing d. 1 year co-curricular suspension <p>Third offense</p> <ul style="list-style-type: none"> a. Suspension until Board hearing b. Police notification |
| <p>2. Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6:29-6.3(a)</p> | <p>First offense</p> <ul style="list-style-type: none"> a. Parent(s) or legal guardian(s) notified b. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use c. Nine-day suspension upon verification of positive diagnosis of alcohol, drug, or steroid use d. Medical statement substantiating pupil's state of well being is required before re-entry after positive diagnosis of chemical use. (Possible urinalysis with negative result may be required upon return to school.) e. Pupil and parent(s) or legal guardian(s) referral to SAC for treatment, after-care, and re-entry plan. Non-compliance with plan will trigger further disciplinary action |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS
R 5530/Page 4 of 4
SUBSTANCE ABUSE (M)

| | |
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| | Second offense All of the above plus an expulsion hearing before the Board |
| 3. Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer, or sell | First offense a. Parent(s) or legal guardian(s) notified b. Minimum 9-day suspension pending expulsion hearing before Board of Education c. Police informed and appropriate action taken |
| 4. Conviction for violation of the drug abuse law committed off school property | First offense a. Parent(s) or legal guardian(s) notified b. The school will take whatever action it believes is necessary to protect the rights and well-being of the entire student body |
| 5. Smoking on school grounds | First offense a. 1 day OSS b. Police fine c. Referral to SAC Second offense a. 2 days OSS b. Police fine c. Referral to SAC Third offense a. 3 days OSS b. Police fine c. Referral to SAC |



C. Intervention, Referral for Evaluation, and Referral for Treatment Services
~~Identification and Remediation of Pupils Involved with Substances~~

~~1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.~~

~~2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team member, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.~~

~~3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.~~

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 be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by 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 intervention, assessment, referral for evaluation, and referral for treatment skills.



b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

(1) 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;

(2) 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;

(3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

(4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. ~~Reporting, Notification, and Examination Procedures~~ ~~Reporting and Examination of Pupils Under the Influence of Anabolic Steroids~~

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

a1. Whenever a ~~any~~ teaching staff member, certified or non-certified school nurse, or other educational personnel **has** have reason to believe that a **student** pupil has used or may be using anabolic steroids, ~~the that~~ person **shall must** 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 school physician, or the ~~Substance Awareness Coordinator~~ **student assistance coordinator**.

b2. **In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement,** ~~tThe Principal or designee, in response to every report,~~ shall immediately notify the **student's** pupil's parent(s) or legal guardian(s) 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.**

~~(1)3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician chosen selected by the parent is not available to perform the~~



examination, the examination will **shall** be conducted by the school physician or **other** another physician identified by the Principal. ~~An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.~~

(2)4. The **student pupil** shall be examined as soon as possible for the purpose of determining whether the **student pupil** has been using anabolic steroids.

c5. The Superintendent or designee may, ~~but need not~~, disclose to law enforcement authorities the identity of a **student pupil** suspected ~~or to~~ have used or ~~who may to~~ be using anabolic steroids.

(1) The Superintendent **or designee** shall disclose to law enforcement authorities the identity of a **student pupil** reasonably believed to be in possession of anabolic steroids or related paraphernalia or a **student pupil** reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d6. **The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination** ~~A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.~~

e7. If it is determined that the **student pupil** has used anabolic steroids, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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: either** the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services ~~endorsement on the Educational Services Certificate~~ and is trained to assess alcohol and other drug abuse shall interview the **student pupil** and others, as necessary, for the purpose of determining the extent of the **student's pupil's** involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the **student's pupil's** teachers and parents and consultation with experts in **student pupil** alcohol or other drug abuse, ~~as may be appropriate and necessary.~~

f8. If ~~the~~ results of a referral for evaluation have positively determined ~~that~~ the **student's pupil's involvement with and** use of anabolic steroids represents a danger to



the ~~student's pupil's~~ health and well-being, the school staff member(s) identified in **D.1.e. 7.** above **who is 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.

~~E. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids~~

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)

a1. Any educational staff member or other professional to whom it appears that a **student pupil** may be currently under the influence of alcohol or other drugs on school grounds, ~~including on a school bus or at a school-sponsored function~~, shall report the matter as soon as possible to the Principal **or, in his or her absence, to his or her designee** and either the certified school nurse, non-certified school nurse, ~~the school physician, or the substance awareness coordinator~~ **student assistance coordinator**, pursuant to N.J.S.A. 18A:40A-12. ~~In the absence of the Principal, his or her designee shall be notified.~~

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the ~~substance awareness coordinator~~ **student assistance coordinator** are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) 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 the Electronic the Violence, and Vandalism Reporting System (EVVRS) and Substance Abuse Incident Report**, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

b2. **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, in response to every report,~~ shall:

(1) **Immediately notify the student's pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.;**



(2) Arrange for an immediate medical examination 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

(3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

c3. The Superintendent or designee may, ~~but need not~~, disclose to law enforcement authorities the identity of a **student** pupil suspected to be under the influence of alcohol or other drugs.

(1) The Superintendent **or designee** shall disclose to law enforcement authorities the identity of a **student** ~~pupil~~ reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a **student** ~~pupil~~ reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

~~d4. The Principal or designee, in response to every report must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who that is selected by the parent(s) or legal guardian(s).~~

(1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

(2) The examination shall be at the expense of the parent and not the district Board of Education.

e. If the **physician chosen by the** ~~parent's or legal guardian's~~ ~~physician licensed to practice medicine or osteopathy~~ is not immediately available, the medical examination shall be conducted by the school physician.



(1) ~~If neither the parent's or legal guardian's physician nor the school physician is~~ **not** immediately available, the **student** pupil shall be **accompanied by a member of the school staff designated by the Principal** ~~taken~~ to the emergency room of the nearest hospital for examination.

(2) ~~The pupil shall be accompanied by the student's pupil's parent(s), or legal guardian(s) if available, shall also accompany the student and by a member of the school staff designated appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room.~~

(3) ~~When the A# medical examination is conducted by a the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.~~

f5. **The Board of Education will have a plan in place for the appropriate supervision of the student:**

(1) **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**

(2) **Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.**

~~The school district, in cooperation with the medical professionals licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.~~



g6. A written report of the **medical** examination of the **student** pupil shall be furnished **to the student's parent, the Principal, and the Superintendent of Schools** by the examining physician ~~to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent~~ within twenty-four hours of the referral of the **student** pupil for suspected **alcohol-drug** or **other drug** ~~alcohol~~-use.

(1) **The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.**

(2) The **report's** findings ~~of the report~~ shall verify whether the **student's** ~~pupil's~~ alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

h7. When the medical 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 ~~is required~~ to verify within twenty-four hours of the notification that the **student** ~~pupil~~ is suspected of alcohol or other drug use that the **a** medical examination **was performed in compliance** ~~in accordance~~ with this Policy was performed.

(1) The verification shall include, at a minimum, **the signature**, the printed name, address, and phone number **of the examining physician**, the date and time of the medical examination, ~~signature of the examining physician~~ and the date by which the written report **required in this Policy** ~~of the examination~~ will be provided.

(2) **Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).**

i8. If the written report of the medical examination is not submitted to the parent, Principal, ~~or~~ Superintendent within twenty-four hours of the referral of the **student** ~~pupil~~ **for suspected alcohol or other drug use**, the **student** pupil ~~will~~ 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.**

j9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the **student's** ~~pupil's~~ physical and mental ability to perform in school, the **student** ~~pupil~~ will be immediately returned to school.



k10. If there is a positive determination from the medical examination, indicating the **student's pupil's** alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) ~~The student pupil~~ will be returned **as soon as possible** to the **care of the parent;** ~~parent's care as soon as possible.~~

(2) Attendance at school ~~shall will~~ not resume until a written report has been submitted to the parent(s) ~~or legal guardian(s);~~ **the** Principal, and Superintendent from ~~a~~ the physician **licensed to practice medicine or osteopathy** who has examined the **student pupil** to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report ~~shall must~~ verify **that** the **student's pupil's** alcohol or other drug use no longer interferes with the **student's pupil's** physical and mental ability to perform in school.

(3) Removal of a **student pupil** with a disability shall be made in accordance with N.J.A.C. 6A:14.

~~11. — Refusal or failure by a parent/legal guardian 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 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with 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(e)2.~~

112. While the **student pupil** is home because of the medical examination or after the **student pupil** returns to school, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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:** either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services ~~endorsement on the Educational Services Certificate~~ and is trained to assess alcohol and other drug abuse shall:

(1)a. Conduct an alcohol and other drug assessment of the **student pupil** and a reasonable investigation of the situation, which may include interviews with the **student's pupil's** teachers and parents and consultation with experts in **student pupil**



alcohol or other drug abuse as may be appropriate and necessary, for the purpose of making a preliminary determination of the **student's** ~~pupil's~~ need for educational programs, supportive services, or treatment ~~that which~~ extend beyond the general school program by virtue of the **student's** use of alcohol or other drugs ~~by the pupil~~.

(a) The findings of the assessment alone shall not prevent a **student** ~~pupil~~ from attending school; and

(2)b. 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** ~~substance~~ abuse treatment.

m13. While the **student** ~~pupil~~ is at home because of the medical examination or after **his or her** ~~the pupil~~ returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the **student** ~~pupil~~ or evaluation by appropriately certified or licensed professionals to make a positive determination of a **student's** ~~pupil's~~ need for programs and services ~~that which~~ extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a **student** ~~pupil~~ from attending school.

n14. If at any time it is determined **that the student's** a pupil's use of **alcohol or other drugs** substances presents a danger to the **student's** pupil's health and well-being, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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:** ~~either the~~ school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for **alcohol or other drug** substance abuse treatment.

15. ~~Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16-4.3 and this Policy 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.~~

{Optional



16. ~~The district _____ (may or will) provide additional intervention and referral services for the pupil according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-7.1 through 7.3.]~~

EF. Handling of Alcohol or Other Drugs ~~Presence of Substances on School Premises~~

1. A ~~student's~~ pupil's person, effects, or school storage places may be searched for substances in accordance with **Board Policy and applicable laws regarding searches in schools** No. 5770.

~~2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.~~

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. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.~~

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

~~b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance. 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 the County Prosecutor or designee.~~

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:



(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(2) The identity of the student believed to have been in possession of the substance or paraphernalia.

d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.

(1) 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.

F. 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 the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a 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.

5. 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.
6. 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) or (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.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. **Parent Training Program/Outreach Programs to Parents**

1. **A substance abuse training program will be offered to the parents of students** ~~An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be offered conducted at times, including evenings and weekends, and places convenient to parents(s) or legal guardian(s) and on~~



school premises or at **in other** suitable facilities ~~closer to pupil's residences or parents' workplaces.~~

2. **The program shall, at a minimum, provide** ~~The parents' outreach program will include:~~

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. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;~~

bc. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

cd. Instruction **to assist the parent in** ~~on~~ the identification of the symptoms and behavioral patterns that might indicate a **child may be involved in** substance abuser;

de. Information on the State, and local, **and community** organizations **which are** available ~~to assist in~~ **for** the prevention, ~~of substance abuse and the~~ early intervention, treatment, and rehabilitation of **individuals who show symptoms of** substance abusers; and

ef. A ~~r~~Review of **the** Board ~~P~~olicy and administrative ~~R~~egulations on substance abuse with attention to the role of parents.

3. **The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.**

a. **In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.**



H. Records and Confidentiality of Records

1. Notations concerning a **student's pupil'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 No. 8330** ~~regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.~~

2. Information **concerning** regarding a **student's pupil'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** ~~in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee 3, and implementing regulations, 42 CFR Part 2.~~

3. If an ~~elementary or secondary~~ **student pupil** involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in that program which indicates that the **student's pupil's** parent(s) ~~or legal guardian(s)~~ or other person residing in the **student's pupil's** household is dependent upon or illegally using a substances **pursuant to N.J.S.A. 18A:40A-7.1 and 7.2** ~~as that term is defined in N.J.S.A. 18A:40A-9,~~ that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the **student's pupil's** written consent, to another person or entity whom the **student pupil** specifies in writing in the case of a secondary **student pupil**, or to a member of the **student's pupil's** immediate family or the appropriate school personnel in the case of an elementary **student pupil**;

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 pupil** or the person with 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)** ~~Youth and Family Services~~ or to a law enforcement agency, if the information would cause a person to reasonably suspect that the ~~elementary or secondary~~ **student pupil** or another child may be an abused or neglected child **in accordance with statute or administrative code.**



Any disclosure made pursuant to **H.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 pupil'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 ~~P.L. 1997,c. 362~~ (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 **Ppolicy or Regulation** prevents the ~~Division of Youth and Family Services 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 **Ppolicy or Regulation** shall be construed as authorizing **the** a violation of any Federal law.

The prohibition on the disclosure of information provided by a **student pupil** 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 pupil** in violation of this **Ppolicy** 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 and Substance Abuse Incident Reporting System (EVVRS)** form.

Approved: 1st reading 10.15.14



R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:



1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights



Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:



1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Honor Roll
- b. Student of the Month
- c. Praise Referrals

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.



(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

e. _____

f. _____

g. _____

h. _____

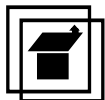
4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;



- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

- 1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
- 2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
- 3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.



4. Deprivation of Privileges

a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.

b. Transportation to detention before school or from detention after school will be the responsibility of the parent.

c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension



a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.

b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.

b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

[Select one option below:]

~~_____1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school's student handbook.~~

_____1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

[Note—The school district may have separate sections of school responses for various grade levels such as K-5, 6-8, and 9-12]



G. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Central School

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|--|---|
| Drug or alcohol possession or use or paraphernalia possession | Maximum 10 days OSS, Mandatory police notification, 10-day co-curricular suspension | Mandatory 10 days OSS, Mandatory police notification, Board expulsion hearing, 1 year co-curricular suspension | Suspension until Board hearing, Police notification |
| Arson | 10 days OSS, Fire Marshall and police notification, Board of Education hearing | | |
| Assault | 5-10 days OSS, police notification | 10 days OSS, Police notification, Board hearing | |
| Assault on school employee | 10 days OSS, Police notification, Board of Education hearing | | |
| Insubordination | Teacher detention | Central detention | Hour detention |
| Disruption | Teacher detention | Central detention | Hour detention |
| Disobedience/defiance | Teacher detention | Central detention | Hour detention |
| Language misuse | Teacher detention | Central detention | Hour detention |
| Non-cooperation | Teacher detention | Central detention | Hour detention |
| Littering | Teacher detention | Central detention | Hour detention |
| Theft/Damage | 3 days OSS, Restitution, Police notification | 5 days OSS, Restitution, Police notification | 10 days suspension, Restitution, Police notification, Board Hearing |
| Sexual harassment/ Dating Violence | Maximum 3 days OSS, Possible police notification | Maximum 5 days OSS, Possible police notification | Maximum 9 days OSS, Police notification |
| Weapon possession | Minimum 10-day suspension, Police notification, Board of Education hearing, Loss of co-curricular | | |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 10 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
|---------------------------------------|---|---|---|
| | activity participation for 365 days | | |
| Falsification of documents | Central detention | Hour detention | Maximum 3-day suspension |
| Horseplay/ recklessness | Central detention | Hour detention | Maximum 3-day suspension |
| Vandalism/destruction of property | Maximum 2 days OSS, Monetary restitution | Maximum 5 days OSS, Monetary restitution | Maximum 10 days OSS, Monetary restitution, Board hearing, Police notification |
| Fighting | Maximum 5 days suspension, Police notification/arrest | Maximum 10 days suspension, Police notification/arrest | 10-day mandatory suspension, Police notification/arrest, Board Hearing |
| Cheating | 0 on assignment, Teacher detention | 0 on assignment, Central detention | 0 on assignment, 1 day OSS |
| Gambling | Hour detention | Maximum 3 days OSS | Maximum 10 days OSS |
| Smoking on school grounds | 1 day OSS, Police fine, Referral to SAC | 2 days OSS, Police fine, Referral to SAC | 3 days OSS, Police fine, Referral to SAC |
| Leaving campus | Minimum 1 day suspension, Police notification | Maximum 3 days OSS, Police notification | Maximum 5 days OSS, Police notification |
| Cutting teacher detention | Central detention | 2 central detentions | Hour detention |
| Cutting central detention | 2 central detentions | Hour detention | 2 Hour detentions |
| Cutting Hour detention | 2 Hour detentions | Maximum 2 days OSS | Maximum 5 days OSS |
| Exploding devices (fire cracker) etc. | Mandatory 5 days OSS, Police notification | Mandatory 10 days OSS, Police notification, Board hearing | |
| Falsifying alarm | 10 days OSS, Police/ Fire Marshall notification, Board of Education hearing | | |
| Misuse of computers/ Internet | 2361 – ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES | | |
| Truancy from school | Hour detention | 2 Hour detentions | Maximum 3 days |



| | | | |
|---|---|---|--|
| Lateness to class | Every 3 lates - central detention, 1 school absence | | OSS |
| Found guilty of HIB | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Class cutting (over 10 minutes) | 0 on all missed work, Central detention, Teacher phone call to parent | 0 on all missed work, Parent/pupil conference, Hour detention | 0 on all missed work, 2 days OSS, Loss of class credit |
| Disrespect or profanity/threatening towards staff | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Possession of electronic device | Loss of electronic device for 3 days, Central detention | Loss of electronic device for 3 days, Hour Friday detention | Loss of electronic device for 3 days, 1 day OSS |
| Refusal to hand over electronic device | 2 days OSS | 2 days OSS | 2 days OSS |
| Threatening a peer | Maximum 10 days OSS, Possible police contact | | |

This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and athletic code of conduct.

Keyport High School

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|---|
| Drug or alcohol possession or use or paraphernalia possession | Maximum 10 days OSS, Mandatory police notification, 10-day co-curricular suspension | Mandatory 10 days OSS, Mandatory police notification, Board expulsion hearing, 1 year co- | Suspension until Board hearing, Police notification |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 12 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
|--|---|--|---|
| | | curricular suspension | |
| Arson | 10 days OSS, Fire Marshall and police notification, Board of Education hearing | | |
| Assault | 5-10 days OSS, police notification | 10 days OSS, Police notification, Board hearing | |
| Assault on school employee | 10 days OSS, Police notification, Board of Education hearing | | |
| Insubordination | Teacher detention | Central detention | Friday detention |
| Disruption | Teacher detention | Central detention | Friday detention |
| Disobedience/defiance | Teacher detention | Central detention | Friday detention |
| Language misuse | Teacher detention | Central detention | Friday detention |
| Noncooperation | Teacher detention | Central detention | Friday detention |
| Littering | Teacher detention | Central detention | Friday detention |
| Theft/damage | 3 days OSS, Restitution, Police notification | 5 days OSS, Restitution, Police notification | 10 days suspension, Restitution, Police notification, Board hearing |
| Sexual harassment/ Dating Violence | Maximum 3 days OSS, Possible police notification | Maximum 5 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Weapon possession | Minimum 10 day suspension, Police notification, Board of Education hearing, Loss of co-curricular activity participation for 365 days | | |
| Falsification of documents | Central detention | Friday detention | Maximum 3-day suspension |
| Horseplay/recklessness | Central detention | Friday detention | Maximum 3-day suspension |
| Damage/vandalism/ destruction of property | Maximum 2 days OSS, Monetary restitution | Maximum 5 days OSS, Monetary restitution | Maximum 10 days OSS, Monetary restitution, Board hearing, Police notification |
| Fighting | Maximum 5 days suspension, Police notification/arrest | Maximum 10 days suspension, Police notification/arrest | 10 days mandatory suspension, police notification/arrest, Board hearing |
| Cheating | 0 on assignment, Teacher detention | 0 on assignment, Central detention | 0 on assignment, 1 day OSS |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 13 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
|---|--|---|--|
| Gambling | Friday detention | Maximum 3 days OSS | Maximum 10 days OSS |
| Smoking on school grounds | 1 day OSS, Police fine, Referral to SAC | 2 days OSS, Police fine, Referral to SAC | 3 days OSS, Police fine, Referral to SAC |
| Leaving campus | Friday detention, Police notification | Maximum 3 days OSS, Police notification | Maximum 5 days OSS, Police notification |
| Cutting teacher detention | Central detention | 2 central detentions | Friday detention |
| Cutting central detention | 2 Central detentions | Friday detention | 2 Friday detentions |
| Cutting Friday detention | 2 Friday detentions | Maximum 2 days OSS | Maximum 5 days OSS |
| Exploding devices (firecrackers, etc.) | Mandatory 5 days OSS, Police notification | Mandatory 10 days OSS, Police notification, Board hearing | |
| Falsifying alarm | 10 days OSS, Police/Fire Marshall notification, Board of Education hearing | | |
| Misuse of computers/Internet (Reference Network User Agreement) | Maximum 9 days OSS and loss of computer network privileges | | |
| Truancy from school | Friday detention | 2 Friday detentions | Maximum 3 days OSS |
| Lateness to school | Every 3 lates=central detention, 3 lates = 1 school absence | | |
| Lateness to class | Every 3 lates = central detention, 3 lates = 1 class absence | | |
| Class cutting (over 10 minutes) | 0 on all missed work, central detention, Teacher phone call to parent | 0 on all missed work, Parent/pupil conference, Friday detention | 0 on all missed work, 2 days OSS, Loss of class credit |
| Confirmed HIB | Maximum 9 days OSS | | |
| Disrespect or profanity/threatening towards staff | Maximum 9 days OSS, possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification, Superintendent hearing |



| | | | |
|--------------------------|---|------------------|------------|
| Use of electronic device | Central Detention | Friday detention | 1 day –OSS |
| Threatening a peer | Maximum 10 days OSS, Possible police contact | | |

This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and the athletic code of conduct.

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board’s policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student’s family, as appropriate, and a list of legal resources available to serve the community.

PUPILS

R 5600/page 13 of 16

Student Discipline/Code of Conduct

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds



1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.

2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

3. The parent will be notified of the student's reported conduct.

4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.



5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner



the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks,



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 18 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Approved: 1st reading 10.15.14



R 5308 STUDENT PUPIL HEALTH RECORDS

Student Pupil health records shall be maintained for each **student** pupil pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of **student** pupil health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated **Student** Pupil Health Records

1. The following mandated **student** pupil health records shall be maintained:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.
2. The district will document the findings of **student** pupil health histories, health screenings, and required medical examinations that are relevant to school participation on the **student's** pupil's health record using a form approved by the Commissioner of Education.

B. Maintenance of **Student** Pupil Health Records

1. The school district shall maintain **student** pupil health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. **Student health records may be stored electronically or in paper format. When records are stored electronically, proper security and backup procedures shall be administered;**
 - ba. **Student** Pupil health records, **whether stored on paper or electronically**, shall be maintained separately from other **student** pupil records, **until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record** in a secure location; **and**
 - cb. **Student** Pupil health records kept in electronic form shall be both accessible **during the hours in which the school program is in operation** and secure according to N.J.A.C. 6A:32-7.4(d);.



- b. Pupil health records shall be located in the school building or complex to which a pupil is assigned;
- d. Pupil health records shall be accessible to authorized personnel while school is in session; and
- e. The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

C. Transferring **Student** Pupil Health Records

1. The school district shall ensure **compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330** the following when transferring **student** pupil health records:.

- a. Original mandated pupil health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- b. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- c. Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out-of-State school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;
- d. Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and
- e. The Chief School Administrator or designee shall request all pupil health records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district.



D. Restrictions for Sharing **Student** Pupil Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing that information as required by Federal and State statutes and regulations.

a. Information that identifies a **student** pupil as having HIV infection or AIDS shall be shared only with prior written informed consent of the **student** pupil age twelve or greater, or of the **student's** pupil's parent(s) or legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the **student** pupil.

b. Information obtained by the school's alcohol and other drug program which would identify the **student** pupil as an alcohol or other drug user may be disclosed only for those purposes and under those conditions permitted by 42 CFR Part 2.

c. Information provided by a secondary school **student** pupil while participating in a school-based alcohol or other drug counseling program that indicates a parent, guardian, or other person residing in the **student's** pupil's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to **Student** Pupil Health Records

1. Access to and disclosure of information in the **student's** pupil's health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, **and** incorporated herein by reference, as amended and supplemented, 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 **et seq.**, Student Records.

2. The school district shall provide access to the **student** pupil health records to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.

a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student's** pupil's health record that are necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



REGULATION

KEYPORT
BOARD OF EDUCATION

PUPILS
R 5308/Page 4 of 4
PUPIL HEALTH RECORDS (M)

Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing information contained in the pupil's health record to **students** pupils or adults in connection with an emergency **the information contained in the student health record**, if such knowledge **the release** is necessary to protect the immediate health or safety of the **student** pupil or other persons pursuant to N.J.A.C. 6A:32-7.4.

Approved: 1st reading 10.15.14



R 5310 HEALTH SERVICES (M)

M

A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse – means a person who holds a current **license** certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified School Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate** Endorsement, school nurse or school nurse/non-instructional **endorsement** from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.
3. Medical Examination – means the assessment of an individual’s health status.
4. Medical Home – means a health care provider, **including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12** and **the** that provider’s practice site chosen by the **student’s** pupil’s parent or legal guardian for the provision of health care.
5. Non-certified Nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
6. Physical Examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse. The term includes very specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. School Physician – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions



Each **student** pupil medical examination shall be conducted at the medical home of the **student** pupil. If a **student** pupil does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4**. For the purpose of the physical examination required for pupils prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for pupils enrolled in grades six to twelve, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician. A full report of the examination shall be maintained as part of the pupil's health record.

The findings of required examinations under C. through G. below shall be documented on a form that is approved by the Commissioner of Education and shall include the following components:

1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16;
2. Medical history including allergies, past serious illnesses, injuries, and operations, medications, and current health problems;
3. Health screenings including height, weight, hearing, blood pressure, and vision;
and
4. Physical examinations.

The district Board of Education shall make accessible information regarding the **New Jersey** FamilyCare Program for **students** pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

Pursuant to N.J.S.A. 18A:40-4.4, a **student** pupil who presents a statement signed by his/her parent(s) or legal guardian(s) that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the **student** pupil is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.

Information concerning a **student's** pupil's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.



C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for **Students** Pupils Enrolled in **Any** Grades Six to Twelve

The school district shall ensure that **students** pupils receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for **students** pupils enrolled in any of the grades six to twelve.

1. The examination shall be conducted within 365 days prior to the first practice session.

2. The medical examination shall include a health history questionnaire, completed and signed by the parent(s) or legal guardian(s).

a. The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the **student** pupil had or currently has any of the following conditions since their last physical:

- (1) Injuries;
- (2) Chronic or ongoing illness;
- (3) **Need for p**rescribed medication;
- (4) Allergies;
- (5) Head-related conditions;
- (6) Heart-related conditions;
- (7) Eye, ear, nose, mouth, or throat conditions;
- (8) Neuromuscular/orthopedic conditions; or
- (9) General or exercise-related conditions.



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

- (1) Measurement of weight, height, and blood pressure;
- (2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, **a rash**, and purpura;
- (3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
- (4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
- (5) Examination of the nose to assess the presence of deformity which may affect endurance;
- (6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;
- (7) Examination of chest contour;
- (8) Auscultation and percussion of the lungs;
- (9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
- (10) Assessment of the abdomen with attention to the possible presence of **hepatomegaly** heptamegaly, splenomegaly, or abnormal masses;
- (11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
- (12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;
- (13) Assessment of physiological maturation; and



(14) Neurological examination to assess balance and coordination.

c. The medical report shall indicate **if** whether a **student** pupil is allowed or disallowed to participate in the required sports categories and **shall** must be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.

d. **An incomplete** A form that is incomplete shall be returned to the **student's** pupil's medical home for completion **unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.**

3. Each **student** pupil whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent(s) or legal guardian(s). The health history update shall include the following information:

a. Hospitalization/operations;

b. Illnesses;

c. Injuries;

d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and

e. Medications.

4. Each school district shall provide **to the parent** written notification signed by the school physician to the parent(s) or legal guardian(s) stating approval of the **student's** pupil's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the **student's** pupil's participation.

5. A **student** pupil that **who** does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.

D. Medical Examinations - Upon Enrollment **in** Into School



1. The school district shall ensure that **students** pupils receive medical examinations upon enrollment **in** into school. **The p**Parent(s) or legal guardian(s) shall be required to provide examination documentation of each **student** pupil within thirty days upon **of enrollment in the** enrolling into school.

2. When a **student transfers** pupil is transferring to another school, **the sending** each school district shall ensure **the entry-examination** that pupil documentation of entry examination is forwarded to the **receiving** transfer school district pursuant to N.J.A.C. 6A:16-2.4(d).

3. **Students** Pupils transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period in order to obtain entry examination documentation.

4. The **school district** school nurse shall notify parents(s) or legal guardian(s) **through its website or other means about** of the importance of obtaining subsequent medical examinations of the **student** pupil at least once during each developmental stage:, at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);.

E. Medical Examinations - When **Students** Pupils Apply for Working Papers

1. The school district shall ensure that a pupil receives medical examinations when applying for working papers. Pursuant to N.J.S.A. 34:2-21.7 and 21.38, the school district **may provide** is responsible for the administration of **a** medical examinations for a **student** pupil pursuing a certificate of employment.

2. A statement of physical fitness shall be signed by the school physician unless the parent(s) or legal guardian(s) elects to obtain the examination at the pupil's medical home.

23. The school district shall not be held responsible for the costs incurred by the parent(s) or legal guardian(s) who elects to obtain the **for** examinations at the **student's** pupil's medical home **or other medical provider(s)**.

F. Medical Examinations - For ~~t~~The Purposes ~~o~~f ~~t~~The Comprehensive Child Study Team Evaluation Pursuant ~~t~~o N.J.A.C. 6A:14-3.4



1. The school district shall ensure that **students** pupils receive medical examinations for the purposes of the **c**omprehensive Child Study Team **e**valuation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When ~~a~~ **Student** Pupil ~~is~~ Suspected ~~o~~ **f** Being Under ~~t~~ **h**e Influence ~~o~~ **f** Alcohol ~~o~~ **r** Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a **student** pupil who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the **student's** pupil's vital signs and general health status for emergent issues and take appropriate action pending the medical examination pursuant to N.J.A.C. 6A:16-4.3.

2. No school staff shall interfere with a **student** pupil receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings

The Each district Board of Education shall ensure that **students** pupils receive health screenings **in accordance with N.J.A.C. 6A:16-2.2(k)**.

1. Screening for height, weight, and blood pressure shall be conducted annually for each **student** pupil in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for **students** pupils in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for **students** pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.

4. Screening for scoliosis shall be conducted biennially for **students** pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.

5. Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.



REGULATION

KEYPORT
BOARD OF EDUCATION

PUPILS
R 5310/Page 8 of 4
HEALTH SERVICES (M)

6. The school district shall provide for the notification of the parent(s) or legal guardian(s) of any **student** pupil suspected of deviation from the recommended standard.

Approved: 1st reading 10.15.14



R 5530 SUBSTANCE ABUSE (M)

M

The following procedures are established in implementation of Policy No. 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means ~~those~~ procedures used by a certified or licensed professional to make a positive determination of a **student's pupil's** need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the **student pupil** or the **student's pupil's** family.

~~2. "Intervention" means those programs, services and actions taken to identify and offer help to a pupil at risk for learning, behavior or health difficulties.~~

2. "Other drugs" mean 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).

34. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a **student pupil**. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the **student pupil**, as well as the natural or adoptive parent(s) of the **student pupil**, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

43. "Referral for evaluation" means ~~those~~ programs and services **suggested offered** to a **student pupil** or his or her family in order to make a positive determination regarding a **student's pupil's** need for services **that which** 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.

75. “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. 24:21-2 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 at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications **that** ~~which~~ are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

86. “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.

97. “Under the influence” of substances means that the **student pupil** 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, possession, and/or distribution of a substance is a serious offense, and the **student pupil** who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. **Students Pupils** who violate the substance abuse rules will be disciplined as follows:



| Offense | Penalty |
|---|---|
| <p>1. Drug or alcohol possession, use, selling, or paraphernalia possession</p> | <p>First offense</p> <ul style="list-style-type: none"> a. Maximum 10 days OSS b. Mandatory police notification c. 10 day co-curricular suspension <p>Second offense</p> <ul style="list-style-type: none"> a. Mandatory 10 days OSS b. Mandatory police notification c. Board expulsion hearing d. 1 year co-curricular suspension <p>Third offense</p> <ul style="list-style-type: none"> a. Suspension until Board hearing b. Police notification |
| <p>2. Under the influence of alcohol, drugs, steroids or substance identified in N.J.A.C. 6:29-6.3(a)</p> | <p>First offense</p> <ul style="list-style-type: none"> a. Parent(s) or legal guardian(s) notified b. Immediate medical examination including urinalysis and/or blood test to verify use and determine extent of use c. Nine-day suspension upon verification of positive diagnosis of alcohol, drug, or steroid use d. Medical statement substantiating pupil's state of well being is required before re-entry after positive diagnosis of chemical use. (Possible urinalysis with negative result may be required upon return to school.) e. Pupil and parent(s) or legal guardian(s) referral to SAC for treatment, after-care, and re-entry plan. Non-compliance with plan will trigger further disciplinary action |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS
R 5530/Page 4 of 4
SUBSTANCE ABUSE (M)

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| | Second offense All of the above plus an expulsion hearing before the Board |
| 3. Distribution, transferring, or selling controlled dangerous substance or possession of amount large enough to indicate possible intent to distribute, transfer, or sell | First offense a. Parent(s) or legal guardian(s) notified b. Minimum 9-day suspension pending expulsion hearing before Board of Education c. Police informed and appropriate action taken |
| 4. Conviction for violation of the drug abuse law committed off school property | First offense a. Parent(s) or legal guardian(s) notified b. The school will take whatever action it believes is necessary to protect the rights and well-being of the entire student body |
| 5. Smoking on school grounds | First offense a. 1 day OSS b. Police fine c. Referral to SAC Second offense a. 2 days OSS b. Police fine c. Referral to SAC Third offense a. 3 days OSS b. Police fine c. Referral to SAC |



C. Intervention, Referral for Evaluation, and Referral for Treatment Services
~~Identification and Remediation of Pupils Involved with Substances~~

~~1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.~~

~~2. A teaching staff member who suspects that a pupil is involved with substances, but not under the influence of them, should refer the pupil to the School Nurse, the Substance Awareness Coordinator, a Guidance Counselor, the Child Study Team member, or another professional staff member or trained resource person, as appropriate. The staff member shall notify the Principal of the referral; if appropriate, the Principal should notify the pupil's parent(s) or legal guardian(s) of the referral and discuss with the parent(s) or legal guardian(s) the possibility of medical or therapeutic treatment.~~

~~3. When a pupil involved with substances has discussed his/her involvement with a teaching staff member with an expectation of confidentiality, the staff member may respect that confidence. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his/her parent(s) or legal guardian(s). When the staff member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his/her own, the staff member may report the pupil to the Principal, who shall determine whether to notify the pupil's parent(s) or legal guardian(s) and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.~~

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 be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by 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 intervention, assessment, referral for evaluation, and referral for treatment skills.



b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

(1) 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;

(2) 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;

(3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

(4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. ~~Reporting, Notification, and Examination Procedures~~ ~~Reporting and Examination of Pupils Under the Influence of Anabolic Steroids~~

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

a1. Whenever a ~~any~~ teaching staff member, certified or non-certified school nurse, or other educational personnel **has** have reason to believe that a **student** pupil has used or may be using anabolic steroids, ~~the that~~ person **shall must** 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 school physician, or the ~~Substance Awareness Coordinator~~ **student assistance coordinator**.

b2. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, ~~tThe~~ Principal or designee, ~~in response to every report,~~ shall immediately notify the **student's** pupil's parent(s) or legal guardian(s) 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.**

~~(1)3. The Principal shall arrange for the immediate examination of the pupil by a physician licensed to practice medicine or osteopathy selected by the parent(s) or legal guardian(s). If the physician chosen selected by the parent is not available to perform the~~



examination, the examination will **shall** be conducted by the school physician or **other** another physician identified by the Principal. ~~An examination conducted, at parental request, by a physician other than the school physician or another physician identified by the Principal shall not be at the district's expense.~~

(2)4. The **student pupil** shall be examined as soon as possible for the purpose of determining whether the **student pupil** has been using anabolic steroids.

c5. The Superintendent or designee may, ~~but need not~~, disclose to law enforcement authorities the identity of a **student pupil** suspected ~~or to~~ have used or ~~who may to~~ be using anabolic steroids.

(1) The Superintendent **or designee** shall disclose to law enforcement authorities the identity of a **student pupil** reasonably believed to be in possession of anabolic steroids or related paraphernalia or a **student pupil** reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d6. **The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination** ~~A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent.~~

e7. If it is determined that the **student pupil** has used anabolic steroids, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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: either** the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services ~~endorsement on the Educational Services Certificate~~ and is trained to assess alcohol and other drug abuse shall interview the **student pupil** and others, as necessary, for the purpose of determining the extent of the **student's pupil's** involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the **student's pupil's** teachers and parents and consultation with experts in **student pupil** alcohol or other drug abuse, ~~as may be appropriate and necessary.~~

f8. If ~~the~~ results of a referral for evaluation have positively determined ~~that~~ the **student's pupil's involvement with and** use of anabolic steroids represents a danger to



the ~~student's pupil's~~ health and well-being, the school staff member(s) identified in **D.1.e. 7.** above **who is 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.

~~E. Evaluation and Treatment of Pupils Under the Influence of a Substance Other Than Anabolic Steroids~~

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)

a1. Any educational staff member or other professional to whom it appears that a **student pupil** may be currently under the influence of alcohol or other drugs on school grounds, ~~including on a school bus or at a school-sponsored function~~, shall report the matter as soon as possible to the Principal **or, in his or her absence, to his or her designee** and either the certified school nurse, non-certified school nurse, ~~the school physician, or the substance awareness coordinator~~ **student assistance coordinator**, pursuant to N.J.S.A. 18A:40A-12. ~~In the absence of the Principal, his or her designee shall be notified.~~

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, the school physician or the ~~substance awareness coordinator~~ **student assistance coordinator** are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) 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 the Electronic the Violence, and Vandalism Reporting System (EVVRS) and Substance Abuse Incident Report**, according to N.J.S.A. 18A:17-46 and N.J.A.C. 6A:16-5.3.

b2. **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, in response to every report,~~ shall:

(1) **Immediately notify the student's pupil's parent(s) or legal guardian(s) and the Superintendent and/or designee.;**



(2) Arrange for an immediate medical examination 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

(3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

c3. The Superintendent or designee may, ~~but need not~~, disclose to law enforcement authorities the identity of a **student** pupil suspected to be under the influence of alcohol or other drugs.

(1) The Superintendent **or designee** shall disclose to law enforcement authorities the identity of a **student** ~~pupil~~ reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a **student** ~~pupil~~ reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

~~d4. The Principal or designee, in response to every report must arrange for an immediate medical examination of the pupil for the purposes of providing appropriate health care for the pupil and for determining whether the pupil is under the influence of alcohol, or other drugs, other than anabolic steroids. The medical examination shall be performed by a physician licensed to practice medicine or osteopathy who that is selected by the parent(s) or legal guardian(s).~~

(1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

(2) The examination shall be at the expense of the parent and not the district Board of Education.

e. If the **physician chosen by the** ~~parent's or legal guardian's~~ ~~physician licensed to practice medicine or osteopathy~~ is not immediately available, the medical examination shall be conducted by the school physician.



(1) ~~If neither the parent's or legal guardian's physician nor the school physician is~~ **not** immediately available, the **student** pupil shall be **accompanied by a member of the school staff designated by the Principal** ~~taken~~ to the emergency room of the nearest hospital for examination.

(2) ~~The pupil shall be accompanied by the student's pupil's parent(s), or legal guardian(s) if available, shall also accompany the student and by a member of the school staff designated appointed by the Principal. Parental or legal guardian permission is not required for the school's physician or emergency room examination. The parent(s) or legal guardian(s) may, but is not required to accompany the pupil to the school physician and/or emergency room. The Principal and/or designee will supervise the pupil while the pupil is waiting for the parent(s) or legal guardian(s) to take the pupil to the physician selected by the parent, or waiting for and receiving the examination by the school physician or in the emergency room.~~

(3) ~~When the A# medical examination is conducted by a the school physician or a physician at the emergency room of the nearest hospital, the examination shall be at the expense of the district Board of Education selected by the parent(s) or legal guardian(s) shall be at the expense of the parent and shall not be at the expense of the school district. An examination conducted by the school physician or by a physician at the emergency room of the nearest hospital shall be at the expense of the school district.~~

f5. **The Board of Education will have a plan in place for the appropriate supervision of the student:**

(1) **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**

(2) **Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.**

~~The school district, in cooperation with the medical professionals licensed to practice medicine or osteopathy will establish the minimum requirements to be used for these medical examinations conducted in accordance with N.J.A.C. 6A:16-4.3 et seq. The minimum requirements for the examination will be periodically reviewed and updated as needed. Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.~~



g6. A written report of the **medical** examination of the **student** pupil shall be furnished **to the student's parent, the Principal, and the Superintendent of Schools** by the examining physician ~~to the pupil's parent(s) or legal guardian(s), the Principal, and to the Superintendent~~ within twenty-four hours of the referral of the **student** pupil for suspected **alcohol-drug** or **other drug** ~~alcohol~~-use.

(1) **The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.**

(2) The **report's** findings ~~of the report~~ shall verify whether the **student's** ~~pupil's~~ alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

h7. When the medical 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 ~~is required~~ to verify within twenty-four hours of the notification that the **student** ~~pupil~~ is suspected of alcohol or other drug use that the **a** medical examination **was performed in compliance** ~~in accordance~~ with this Policy was performed.

(1) The verification shall include, at a minimum, **the signature**, the printed name, address, and phone number **of the examining physician**, the date and time of the medical examination, ~~signature of the examining physician~~ and the date by which the written report **required in this Policy** ~~of the examination~~ will be provided.

(2) **Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d).**

i8. If the written report of the medical examination is not submitted to the parent, Principal, ~~or~~ Superintendent within twenty-four hours of the referral of the **student** ~~pupil~~ **for suspected alcohol or other drug use**, the **student** pupil ~~will~~ 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.**

j9. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the **student's** ~~pupil's~~ physical and mental ability to perform in school, the **student** ~~pupil~~ will be immediately returned to school.



k10. If there is a positive determination from the medical examination, indicating the **student's pupil's** alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) ~~The student pupil~~ will be returned **as soon as possible** to the **care of the parent;** ~~parent's care as soon as possible.~~

(2) Attendance at school ~~shall will~~ not resume until a written report has been submitted to the parent(s) ~~or legal guardian(s)~~, **the** Principal, and Superintendent from ~~a~~ the physician **licensed to practice medicine or osteopathy** who has examined the **student pupil** to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report ~~shall must~~ verify **that** the **student's pupil's** alcohol or other drug use no longer interferes with the **student's pupil's** physical and mental ability to perform in school.

(3) Removal of a **student pupil** with a disability shall be made in accordance with N.J.A.C. 6A:14.

~~11. — Refusal or failure by a parent/legal guardian 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 18A:38-31, and child neglect laws pursuant to N.J.S.A. 9:6-1 et seq., and N.J.A.C. 6A:16-11. Refusal or failure of a pupil to comply with 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(e)2.~~

112. While the **student pupil** is home because of the medical examination or after the **student pupil** returns to school, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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:** either the school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services ~~endorsement on the Educational Services Certificate~~ and is trained to assess alcohol and other drug abuse shall:

(1)a. Conduct an alcohol and other drug assessment of the **student pupil** and a reasonable investigation of the situation, which may include interviews with the **student's pupil's** teachers and parents and consultation with experts in **student pupil**



alcohol or other drug abuse as may be appropriate and necessary, for the purpose of making a preliminary determination of the **student's** ~~pupil's~~ need for educational programs, supportive services, or treatment ~~that which~~ extend beyond the general school program by virtue of the **student's** use of alcohol or other drugs ~~by the pupil~~.

(a) The findings of the assessment alone shall not prevent a **student** ~~pupil~~ from attending school; and

(2)b. 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** ~~substance~~ abuse treatment.

m13. While the **student** ~~pupil~~ is at home because of the medical examination or after ~~his or her the pupil~~ returns to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the **student** ~~pupil~~ or evaluation by appropriately certified or licensed professionals to make a positive determination of a **student's** ~~pupil's~~ need for programs and services ~~that which~~ extend beyond the general school program, as necessary.

(1) The findings of these additional evaluations alone shall not be used to prevent a **student** ~~pupil~~ from attending school.

n14. If at any time it is determined ~~that the student's~~ a pupil's use of **alcohol or other drugs** substances presents a danger to the **student's** pupil's health and well-being, an individual who holds the Educational Services Certificate with the ~~substance awareness coordinator~~ **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:** ~~either the~~ school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services endorsement on the Educational Services Certificate and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for **alcohol or other drug** substance abuse treatment.

15. ~~Any educational or non-educational school staff member who in good faith reports a pupil to the Principal or Principal's designee in compliance with N.J.A.C. 6A:16-4.3 and this Policy 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.~~

{Optional



16. ~~The district _____ (may or will) provide additional intervention and referral services for the pupil according to the requirements of N.J.S.A. 18A:40A-10 and N.J.A.C. 6A:16-7.1 through 7.3.]~~

EF. Handling of Alcohol or Other Drugs ~~Presence of Substances on School Premises~~

1. A ~~student's~~ pupil's person, effects, or school storage places may be searched for substances in accordance with **Board Policy and applicable laws regarding searches in schools** No. 5770.

~~2. The Principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.~~

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. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 9322 and implementing regulations.~~

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

~~b. Any substance or evidence of the use of a substance other than a controlled dangerous substance shall be sealed in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance. 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 the County Prosecutor or designee.~~

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:



(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(2) The identity of the student believed to have been in possession of the substance or paraphernalia.

d. The Principal or designee shall not disclose the identity of a student who voluntarily and on his or her own initiative turned over the alcohol, other drug, or paraphernalia to a school employee, provided there is reason to believe the student was involved with the alcohol, other drug, or paraphernalia for the purpose of personal use and not distribution activities, and further provided the student agrees to participate in an appropriate treatment or counseling program.

(1) 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.

F. 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 the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.
3. The Superintendent or designee shall provide to the County Prosecutor or designee all known information concerning the matter, including the identity of the student involved.
4. The Superintendent or designee; however, shall not disclose the identity of a 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.

5. 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.
6. 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) or (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.
7. Law enforcement authorities shall not be notified of the findings if a student's alcohol or other drug test, pursuant to N.J.A.C. 6A:16-4.3(a)3i and N.J.A.C. 6A:16-4.3(b)3i and N.J.A.C. 6A:16-4.3(a)4, was obtained as a result of the district Board of Education's voluntary random drug testing policy, pursuant to N.J.S.A. 18A:40A-22 et seq. and N.J.A.C. 6A:16-4.4.

G. **Parent Training Program/Outreach Programs to Parents**

1. **A substance abuse training program will be offered to the parents of students** ~~An outreach program will be provided for the parent(s) or legal guardian(s) of pupils enrolled in the district. The program will be offered conducted at times, including evenings and weekends, and places convenient to parents(s) or legal guardian(s) and on~~



school premises or at **in other** suitable facilities ~~closer to pupil's residences or parents' workplaces.~~

2. **The program shall, at a minimum, provide** ~~The parents' outreach program will include:~~

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. Recommendations as to the ways in which parent(s) or legal guardian(s) may enhance, reinforce, and supplement substance abuse instruction;~~

bc. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

cd. Instruction **to assist the parent in** ~~on~~ the identification of the symptoms and behavioral patterns that might indicate a **child may be involved in** substance abuser;

de. Information on the State, and local, **and community** organizations **which are** available ~~to assist in~~ **for** the prevention, ~~of substance abuse and the~~ early intervention, treatment, and rehabilitation of **individuals who show symptoms of** substance abusers; and

ef. A ~~r~~Review of **the** Board ~~P~~olicy and administrative ~~R~~egulations on substance abuse with attention to the role of parents.

3. **The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.**

a. **In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.**



H. Records and Confidentiality of Records

1. Notations concerning a **student's pupil'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 No. 8330** ~~regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.~~

2. Information **concerning** regarding a **student's pupil'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** ~~in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 42 U.S.C. 290 ee 3, and implementing regulations, 42 CFR Part 2.~~

3. If an ~~elementary or secondary~~ **student pupil** involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session in that program which indicates that the **student's pupil's** parent(s) ~~or legal guardian(s)~~ or other person residing in the **student's pupil's** household is dependent upon or illegally using a substances **pursuant to N.J.S.A. 18A:40A-7.1 and 7.2** ~~as that term is defined in N.J.S.A. 18A:40A-9,~~ that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the **student's pupil's** written consent, to another person or entity whom the **student pupil** specifies in writing in the case of a secondary **student pupil**, or to a member of the **student's pupil's** immediate family or the appropriate school personnel in the case of an elementary **student pupil**;

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 pupil** or the person with 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)** ~~Youth and Family Services~~ or to a law enforcement agency, if the information would cause a person to reasonably suspect that the ~~elementary or secondary~~ **student pupil** or another child may be an abused or neglected child **in accordance with statute or administrative code.**



Any disclosure made pursuant to **H.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 pupil'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 ~~P.L. 1997,c. 362~~ (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 **Ppolicy or Regulation** prevents the ~~Division of Youth and Family Services 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 **Ppolicy or Regulation** shall be construed as authorizing **the** a violation of any Federal law.

The prohibition on the disclosure of information provided by a **student pupil** 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 pupil** in violation of this **Ppolicy** 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 and Substance Abuse Incident Reporting System (EVVRS)** form.

Approved: 1st reading 10.15.14



R 5600 PUPIL DISCIPLINE/CODE OF CONDUCT (M)

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.8, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 13.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, any of the following:



1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.

D. Students' Rights



Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

1. Advance notice of behaviors that will result in suspensions and expulsions that have been identified under authority of N.J.S.A. 18A:37-2;
2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.8; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by pupils, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports

Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:



1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success which may include, but are not limited to:

- a. Honor Roll
- b. Student of the Month
- c. Praise Referrals

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.
- (2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.



(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

e. _____

f. _____

g. _____

h. _____

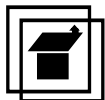
4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

F. School Responses to Violations of Behavioral Expectations

1. In accordance with the provisions of N.J.A.C. 6A:16-7.1(c)5, the Student Code of Conduct shall include a description of school responses to violations of behavioral expectations established by the Board of Education that, at a minimum are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behavior that shall:

a. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;



- b. Be consistent with other responses, pursuant to N.J.A.C. 6A:16-5.5;
- c. Provide for equitable application of the Code of Student Conduct without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical, or sensory disability; or any other distinguishing characteristic, pursuant to N.J.S.A. 10:5-1 et seq. and
- d. Be consistent with provisions of N.J.S.A. 18A:6-1, Corporal Punishment of Students.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

- 1. Admonishment/Reprimand
 - a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
- 2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - b. The teacher will complete a form that indicates the student's name and the conduct that has caused the student's removal from the teacher's room.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
- 3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.



4. Deprivation of Privileges

a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:

- (1) Moving freely about the school building;
- (2) Participation in co-curricular or inter/intrascholastic activities;
- (3) Attendance at a school-related social or sports activity;
- (4) Participation in a graduation ceremony;
- (5) Transportation to and from school on a school bus; or
- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension



a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.

b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.

b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

9. Expulsion

a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.

b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.

H. Chart of Discipline

[Select one option below:]

~~_____1. A Chart of Student Discipline listing school responses to violations of behavioral expectations shall be approved by the Board and included in each school's student handbook.~~

_____1. Below is a Chart of Student Discipline listing school responses to violations of behavioral expectations. These behavioral expectations and school responses include, but are not limited to:

[Note—The school district may have separate sections of school responses for various grade levels such as K-5, 6-8, and 9-12]



G. Chart of Discipline

Below is a listing of pupil behaviors that are subject to pupil discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2. The behaviors include, but are not limited to:

Central School

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|--|---|
| Drug or alcohol possession or use or paraphernalia possession | Maximum 10 days OSS, Mandatory police notification, 10-day co-curricular suspension | Mandatory 10 days OSS, Mandatory police notification, Board expulsion hearing, 1 year co-curricular suspension | Suspension until Board hearing, Police notification |
| Arson | 10 days OSS, Fire Marshall and police notification, Board of Education hearing | | |
| Assault | 5-10 days OSS, police notification | 10 days OSS, Police notification, Board hearing | |
| Assault on school employee | 10 days OSS, Police notification, Board of Education hearing | | |
| Insubordination | Teacher detention | Central detention | Hour detention |
| Disruption | Teacher detention | Central detention | Hour detention |
| Disobedience/defiance | Teacher detention | Central detention | Hour detention |
| Language misuse | Teacher detention | Central detention | Hour detention |
| Non-cooperation | Teacher detention | Central detention | Hour detention |
| Littering | Teacher detention | Central detention | Hour detention |
| Theft/Damage | 3 days OSS, Restitution, Police notification | 5 days OSS, Restitution, Police notification | 10 days suspension, Restitution, Police notification, Board Hearing |
| Sexual harassment/ Dating Violence | Maximum 3 days OSS, Possible police notification | Maximum 5 days OSS, Possible police notification | Maximum 9 days OSS, Police notification |
| Weapon possession | Minimum 10-day suspension, Police notification, Board of Education hearing, Loss of co-curricular | | |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 10 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
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| | activity participation for 365 days | | |
| Falsification of documents | Central detention | Hour detention | Maximum 3-day suspension |
| Horseplay/ recklessness | Central detention | Hour detention | Maximum 3-day suspension |
| Vandalism/destruction of property | Maximum 2 days OSS, Monetary restitution | Maximum 5 days OSS, Monetary restitution | Maximum 10 days OSS, Monetary restitution, Board hearing, Police notification |
| Fighting | Maximum 5 days suspension, Police notification/arrest | Maximum 10 days suspension, Police notification/arrest | 10-day mandatory suspension, Police notification/arrest, Board Hearing |
| Cheating | 0 on assignment, Teacher detention | 0 on assignment, Central detention | 0 on assignment, 1 day OSS |
| Gambling | Hour detention | Maximum 3 days OSS | Maximum 10 days OSS |
| Smoking on school grounds | 1 day OSS, Police fine, Referral to SAC | 2 days OSS, Police fine, Referral to SAC | 3 days OSS, Police fine, Referral to SAC |
| Leaving campus | Minimum 1 day suspension, Police notification | Maximum 3 days OSS, Police notification | Maximum 5 days OSS, Police notification |
| Cutting teacher detention | Central detention | 2 central detentions | Hour detention |
| Cutting central detention | 2 central detentions | Hour detention | 2 Hour detentions |
| Cutting Hour detention | 2 Hour detentions | Maximum 2 days OSS | Maximum 5 days OSS |
| Exploding devices (fire cracker) etc. | Mandatory 5 days OSS, Police notification | Mandatory 10 days OSS, Police notification, Board hearing | |
| Falsifying alarm | 10 days OSS, Police/ Fire Marshall notification, Board of Education hearing | | |
| Misuse of computers/ Internet | 2361 – ACCEPTABLE USE OF COMPUTER NETWORK/ COMPUTERS AND RESOURCES | | |
| Truancy from school | Hour detention | 2 Hour detentions | Maximum 3 days |



| | | | |
|---|---|---|--|
| Lateness to class | Every 3 lates - central detention, 1 school absence | | OSS |
| Found guilty of HIB | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Class cutting (over 10 minutes) | 0 on all missed work, Central detention, Teacher phone call to parent | 0 on all missed work, Parent/pupil conference, Hour detention | 0 on all missed work, 2 days OSS, Loss of class credit |
| Disrespect or profanity/threatening towards staff | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Possession of electronic device | Loss of electronic device for 3 days, Central detention | Loss of electronic device for 3 days, Hour Friday detention | Loss of electronic device for 3 days, 1 day OSS |
| Refusal to hand over electronic device | 2 days OSS | 2 days OSS | 2 days OSS |
| Threatening a peer | Maximum 10 days OSS, Possible police contact | | |

This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and athletic code of conduct.

Keyport High School

| Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
|---|---|---|---|
| Drug or alcohol possession or use or paraphernalia possession | Maximum 10 days OSS, Mandatory police notification, 10-day co-curricular suspension | Mandatory 10 days OSS, Mandatory police notification, Board expulsion hearing, 1 year co- | Suspension until Board hearing, Police notification |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 12 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
|--|---|--|---|
| | | curricular suspension | |
| Arson | 10 days OSS, Fire Marshall and police notification, Board of Education hearing | | |
| Assault | 5-10 days OSS, police notification | 10 days OSS, Police notification, Board hearing | |
| Assault on school employee | 10 days OSS, Police notification, Board of Education hearing | | |
| Insubordination | Teacher detention | Central detention | Friday detention |
| Disruption | Teacher detention | Central detention | Friday detention |
| Disobedience/defiance | Teacher detention | Central detention | Friday detention |
| Language misuse | Teacher detention | Central detention | Friday detention |
| Noncooperation | Teacher detention | Central detention | Friday detention |
| Littering | Teacher detention | Central detention | Friday detention |
| Theft/damage | 3 days OSS, Restitution, Police notification | 5 days OSS, Restitution, Police notification | 10 days suspension, Restitution, Police notification, Board hearing |
| Sexual harassment/ Dating Violence | Maximum 3 days OSS, Possible police notification | Maximum 5 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification |
| Weapon possession | Minimum 10 day suspension, Police notification, Board of Education hearing, Loss of co-curricular activity participation for 365 days | | |
| Falsification of documents | Central detention | Friday detention | Maximum 3-day suspension |
| Horseplay/recklessness | Central detention | Friday detention | Maximum 3-day suspension |
| Damage/vandalism/ destruction of property | Maximum 2 days OSS, Monetary restitution | Maximum 5 days OSS, Monetary restitution | Maximum 10 days OSS, Monetary restitution, Board hearing, Police notification |
| Fighting | Maximum 5 days suspension, Police notification/arrest | Maximum 10 days suspension, Police notification/arrest | 10 days mandatory suspension, police notification/arrest, Board hearing |
| Cheating | 0 on assignment, Teacher detention | 0 on assignment, Central detention | 0 on assignment, 1 day OSS |



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 13 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

| | | | |
|---|--|---|--|
| Gambling | Friday detention | Maximum 3 days OSS | Maximum 10 days OSS |
| Smoking on school grounds | 1 day OSS, Police fine, Referral to SAC | 2 days OSS, Police fine, Referral to SAC | 3 days OSS, Police fine, Referral to SAC |
| Leaving campus | Friday detention, Police notification | Maximum 3 days OSS, Police notification | Maximum 5 days OSS, Police notification |
| Cutting teacher detention | Central detention | 2 central detentions | Friday detention |
| Cutting central detention | 2 Central detentions | Friday detention | 2 Friday detentions |
| Cutting Friday detention | 2 Friday detentions | Maximum 2 days OSS | Maximum 5 days OSS |
| Exploding devices (firecrackers, etc.) | Mandatory 5 days OSS, Police notification | Mandatory 10 days OSS, Police notification, Board hearing | |
| Falsifying alarm | 10 days OSS, Police/Fire Marshall notification, Board of Education hearing | | |
| Misuse of computers/Internet (Reference Network User Agreement) | Maximum 9 days OSS and loss of computer network privileges | | |
| Truancy from school | Friday detention | 2 Friday detentions | Maximum 3 days OSS |
| Lateness to school | Every 3 lates=central detention, 3 lates = 1 school absence | | |
| Lateness to class | Every 3 lates = central detention, 3 lates = 1 class absence | | |
| Class cutting (over 10 minutes) | 0 on all missed work, central detention, Teacher phone call to parent | 0 on all missed work, Parent/pupil conference, Friday detention | 0 on all missed work, 2 days OSS, Loss of class credit |
| Confirmed HIB | Maximum 9 days OSS | | |
| Disrespect or profanity/threatening towards staff | Maximum 9 days OSS, possible police notification | Maximum 9 days OSS, Possible police notification | Maximum 9 days OSS, Possible police notification, Superintendent hearing |



| | | | |
|--------------------------|---|------------------|------------|
| Use of electronic device | Central Detention | Friday detention | 1 day –OSS |
| Threatening a peer | Maximum 10 days OSS, Possible police contact | | |

This chart is a guideline of outcomes for these behaviors. The administration reserves the right to alter these consequences based on the facts presented in each individual case.

In addition to the consequences listed above, pupils will also be held to the two suspension policy and the athletic code of conduct.

2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board’s policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.

3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student’s family, as appropriate, and a list of legal resources available to serve the community.

PUPILS

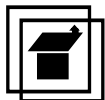
R 5600/page 13 of 16

Student Discipline/Code of Conduct

4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.

5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.

I. Student Conduct Away from School Grounds



1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.

b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.

2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.

2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.

3. The parent will be notified of the student's reported conduct.

4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.



5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.

2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.

a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.

b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.

3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner



the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.

4. The Board shall not use a student's past offenses on record to discriminate against the student.

5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.

2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.

3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.

4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.

5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks,



REGULATION

KEYPORT BOARD OF EDUCATION

PUPILS

R 5600/Page 18 of 4

PUPIL DISCIPLINE/CODE OF CONDUCT (M)

electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Approved: 1st reading 10.15.14

