

POLICY GUIDE

Policy-11

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Bilingual and ESL Education
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[See POLICY ALERT Nos. 94, 102, 110, 120, 137,
141, 145, 187, 191 and 209]

2423 BILINGUAL AND ESL EDUCATION

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services for **English language learners (ELLs)** ~~students of Limited English Proficiency (LEP)~~ as required by law and rules of the State Board of Education. **ELLs** ~~Students of LEP~~ are those students whose native language is other than English and who have **varying degrees of English language proficiency in any one of the domains of sufficient difficulty speaking, reading, writing, or understanding listening and is synonymous with limited the English speaking ability pursuant to N.J.S.A. 18:35-15 to 26** ~~language English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English.~~

Identification of ~~LEP~~ Students **ELLs**

The Board will conduct a screening process to determine the native language of each **ELL** student at the time of enrollment in the school district. A census shall be maintained of all **identified** students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education-approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance, **including their performance on results of standardized tests in English**, and a review of the input of teaching staff members responsible for the educational program **for ELLs of the limited English proficient students.**

Program Implementation

The district shall provide the following programs:

1. An English language services program **to improve the English language proficiency of ELLs** whenever there are **at least one or more, but fewer than ten LEP students ELLs** ~~enrolled within the schools of~~ **in the school district.** English language services shall be **provided** in addition to the regular school program;



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2. An ESL program **that provides at least one period of ESL instruction based on student language proficiency** whenever there are ten or more ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in the school district**; and
3. A bilingual **education** program whenever there are twenty or more ~~LEP students~~ **ELLs** in any one-language classification **enrolled in the school district pursuant to N.J.S.A. 18A:35-18**. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may **annually** offer an instructional program alternative, provided ~~that program has been approved or~~ a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to continue such participation for a period of three years **pursuant to N.J.S.A. 18A:35-19**.

Bilingual, ~~ESL~~ **English as a Second Language**, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually **using with** a New Jersey Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~LEP students~~ **ELLs** enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English ~~p~~Program when they have demonstrated readiness to function successfully in the English-only program. ~~The This~~ process **to determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a New Jersey Department of Education-established standard on an English language proficiency test, ~~and T~~ the readiness of the student shall be further assessed on the basis of multiple indicators ~~that which~~ shall **include**, at a minimum,; ~~include~~ classroom performance,; the



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student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a ~~parent(s) or legal guardian(s)~~ may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, ~~the parent(s) or legal guardian(s)~~ may only remove the student at the end of each school year. If during the first three years of a student's participation in a bilingual education program, a ~~parent(s) or legal guardian(s)~~ wishes to remove the student prior to the end of each school year, the removal must be approved by the Executive County Superintendent of Schools. ~~The parent(s) or legal guardian(s)~~ may appeal the Executive County Superintendent's decision to the Commissioner of Education.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the ~~exit~~ review process for exiting a student from a bilingual, ESL, or English language services program has been is completed, the student's ~~parent(s) or legal guardian(s)~~ shall be informed by mail of the placement determination. A ~~parent(s) or legal guardian(s)~~, or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the **Superintendent of Schools or designee _____**, who will provide a written explanation for the decision within _____ **seven** working days ~~of receiving the written appeal~~. The complainant may appeal this decision in writing to the Board **within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing to the **parent** within forty-five calendar days **of the Board's receipt of the parent's written appeal to the Board**. A complainant not satisfied with the Board's **determination of the appeal** ~~explanation~~ may appeal to the Commissioner of Education.



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Parental Involvement

The parent(s) or legal guardian(s) of ~~ELLs student of limited English proficiency~~ will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. Notice shall be in writing, **and in the language in which the parent(s) in the language of which the child of the parents so notified possesses a primary speaking ability, and in English.** The notice must also include **a statement the information that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose so chose.**

The district will notify the parent(s) or legal guardian(s) of the LEP student ~~ELLs~~ by mail ~~no later than within~~ thirty days after the beginning of the school year that ~~their child has been identified as~~ **of the child's identification.** ~~eligible for enrollment in a bilingual, ESL, or English language services program.~~ If the student has not been identified as LEP prior to the beginning of the school year, then the parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program.

Parent(s) or legal guardian(s) shall receive progress reports **of students enrolled in bilingual, ESL, or English language services programs** in the same manner and frequency as **progress reports** are those sent to parents or legal guardians of other students **enrolled in the district.**

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ~~ELLs~~ **Parent(s) or legal guardian(s) of students of limited English proficiency will be offered opportunities for involvement in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.** A school district that implements a bilingual education program shall establish a parent ~~An advisory committee on bilingual education shall be formed with~~ **of which the majority membership will be being parent(s) or legal guardian(s) of students of limited English proficiency of ELLs.**



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Graduation

~~ELLs Students of limited English proficiency~~ will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy No. 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-25
N.J.A.C. 6A:15-1.1 et seq.

Adopted:

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R 2423 BILINGUAL AND ESL EDUCATION

A. Definitions

1. "Bilingual education program" means a full-time program of instruction in all these courses or subjects ~~which that~~ a child is required by law or rule to receive, given in the native language of ~~the limited English proficient students~~ **English language learners (ELLs)** enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ~~the limited English proficient students~~ **ELLs** enrolled in the programs, **and** in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area ~~which that~~ is the native land of the parents of ~~limited English proficient students~~ **ELLs** enrolled in the program, and in the history and culture of the United States. ~~All students in bilingual education programs receive English as a second language instruction.~~
2. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
3. "Bilingual resource program" means a program alternative in which students receive daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
4. "Bilingual tutorial program" means a program alternative in which students are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.



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5. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools ~~which~~ **that** provides structured English language instruction and instruction in a second language in all content areas for ~~LEP~~ **ELL** students and for native English speaking students enrolled in the program.
6. "Educational needs" means the particular educational requirements of ~~students of limited English proficiency,~~ **ELLs**; the fulfillment of which will provide them with equal educational opportunities.
7. "English as a second language (ESL) program" means a daily developmental second-language program of ~~up to two periods~~ **at least one period** of instruction based on student language proficiency which teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
8. ~~"English language fluency" means the ability to speak the language with sufficient structural accuracy; use vocabulary to participate effectively in most formal and informal conversations on practical, social, and school topics; read material for information; and complete forms and write essays and reports on familiar topics. Language fluency is not the same as language proficiency, which is the full command of language skills.~~

"English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.

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9. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.
910. "English language proficiency test" means a test that which measures English language skills in the areas of aural comprehension, speaking, reading, and writing.
4011. "English language services" means services designed to improve the English language skills of students of limited English proficiency ELLs. These services, provided in school districts with less than ten students of limited English proficiency ELLs, are in addition to the regular school program and have as their goal the development of are designed to develop aural comprehension, speaking, reading, and writing skills in English.
- ~~11. "ESL standards for Pre Kindergarten through grade twelve students" means the WIDA English Language Proficiency Standards for English Language Learners in Pre Kindergarten through Grade Twelve, 2007 edition, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. These are the standards and language competencies limited English proficient students in Pre Kindergarten programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade appropriate instruction in challenging academic subjects.~~
12. "Exit criteria" means the criteria which that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
13. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.



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14. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education. All students in an instructional program alternative receive English as a second language.
- ~~15. "Limited English proficient (LEP) students" means students from Pre Kindergarten through grade twelve whose native language is other than English and who have sufficient difficulty speaking, reading, writing, or understanding the English language as measured by an English language proficiency test, so as to be denied the opportunity to learn successfully in the classrooms where the language of instruction is English. This term means the same as limited English speaking ability, the term used in N.J.S.A. 18A:35-15 to 26.~~
1615. "Native language" means the language first acquired by the student, the language most often spoken by the student, or the language most often spoken in the student's home, regardless of the language spoken by the student.
1716. "Parent(s)" **for the purposes of Policy and Regulation 2423** means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. **When** ~~Where~~ parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- ~~1817. "Review process" is~~ **means** the process established by the Board of Education to assess ~~limited English proficient students~~ **ELLs** for exit from a bilingual, ESL, or English language services programs.
1918. "Sheltered English instruction" **is means** an instructional approach used to make academic instruction in English understandable to ~~LEP~~ **ELLs** students. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for **ELLs** ~~LEP~~ students.



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B. Identification of Eligible ~~Limited~~ English Language Learners (ELLs) Proficient (LEP) Students

1. The Superintendent of Schools will designate a teaching staff member(s) who _____ will determine the native language of each ~~ELL LEP~~ student at the time of enrollment of the student in the school district. The district _____ will:
 - a. Maintain a census indicating all students identified whose native language is other than English; and
 - b. **Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

~~Report annually to the New Jersey Department of Education as part of the Fall LEP Enrollment Summary, the number of all LEP students whose native language is other than English and, of that group, the number who are LEP students.~~

- ~~2. The Board approved screening process, initiated by a home language survey, shall determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be tested to determine English language proficiency. The screening shall be conducted by a bilingual/ESL or other certified teacher and shall be designed to distinguish those students that are proficient English speakers and need no further testing.~~
32. The district shall determine the English language proficiency of all Kindergarten to grade twelve students, who are not screened out, **and** whose native language is other than English, by **administering** ~~the administration~~ of a Department of Education-approved English language proficiency test, assessing the level of



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reading in English, reviewing the previous academic performance of students, **including their performance on** as well as standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for **ELLs** ~~the limited English proficient students~~. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator **shall be considered ELLs**, ~~are students of limited English proficiency~~. The district shall also use age-appropriate assessment methodologies to identify ~~limited English proficient~~ preschool **ELLs** ~~students in order~~ to determine their individual language development needs.

C. **Bilingual Programs for Limited English Proficient Students Language Learners (ELLs)**

1. All Kindergarten through ~~twelfth~~ grade ~~twelve LEP students~~ **ELLs** enrolled in the district **pursuant to N.J.S.A. 18A:7F-46** will be **provided with all** ~~receive~~ required courses and support services outlined in a. through g. below to prepare ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ~~ELLs LEP students~~. The district shall also provide appropriate instructional programs to eligible pre-school ~~LEP students~~ **ELLs** based on need according to the New Jersey **Preschool Program Implementation Guidelines, 2015 Teaching and Learning Expectations: Standards of Quality (2004)**. **The guidelines provide developmentally appropriate recommendations** ~~These standards are guidelines for good practice and are intended for school districts that provide preschool programs.~~

a. **The Board of Education shall establish** English language services designed to improve **the** English language proficiency of ~~ELLs LEP students~~ **ELLs** whenever there are **at least one or more**, but fewer than ten ~~LEP students~~ **ELLs** enrolled ~~within the schools of~~ **in** the school district. English language services shall be **provided** in addition to the regular school program.



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- b. **The Board of Education shall establish** ~~a~~An ESL program that provides **at least one** ~~up to two~~ periods of ESL instruction based on student language proficiency whenever there are ten or more ~~LEP~~ ~~students~~ **ELLs** enrolled ~~within the schools of~~ **in the school** district.
- (1) ~~An~~ **The** ESL curriculum that addresses the WIDA English ~~language~~ **development** ~~Proficiency~~ **s**Standards as ~~amended and supplemented~~ shall be developed and adopted by the Board to address the instructional needs of **ELLs** ~~LEP~~ ~~students~~.
 - (2) The ESL curriculum will be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas ~~being~~ taught.
- c. **The Board of Education shall establish** ~~A~~ bilingual education programs ~~will be established~~ whenever there are twenty or more ~~limited English proficient~~ ~~students~~ **ELLs** in any one-language classification enrolled in the **school** district pursuant to N.J.S.A. 18A:35-18. The bilingual education programs shall:
- (1) Be designed to prepare ~~LEP~~ ~~students~~ **ELLs** to acquire sufficient English skills and content knowledge to meet the Core Curriculum Content Standards. All ~~LEP~~ ~~students~~ **ELLs** participating in the bilingual programs **shall** ~~will~~ also receive ESL instruction;
 - (2) Include a ~~bilingual program~~ curriculum that addresses the Core Curriculum Content Standards, the WIDA English ~~language~~ **Proficiency** **development** ~~s~~Standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
 - (3) Include a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the **school** district.



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- d. ~~ELLs LEP students will~~ **ELLs shall** be provided **with** equitable instructional opportunities to participate in all non-academic courses necessary to meet the Core Curriculum **Content** Standards, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. ~~The~~ **These** instructional opportunities shall be designed to assist ~~LEP students~~ **ELLs** to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- e. The **Board of Education** ~~district~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ~~LEP students~~ **ELLs** to meet the Core Curriculum Content Standards for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, **the Board shall develop** plans ~~shall be developed~~ in consultation with and approved by the New Jersey Department of Education to meet the needs of the students.
- f. **The Board of Education shall design** ~~a~~Additional programs and services ~~shall be designed~~ to meet the special needs of eligible ~~LEP students~~ **ELLs** and will include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- g. The **Board of Education** may establish dual-language bilingual education programs in ~~its~~ the schools and may make provisions for the coordination of instruction and services with the ~~school~~ district's ~~w~~World ~~L~~anguages program. **Dual-language bilingual education programs** ~~This program, if established by the Board,~~ shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. **To the extent necessary,** ~~instruction shall, to the extent necessary,~~ be in all courses or subjects of study **that allow** ~~allowing~~ students to meet all grade promotion and



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graduation standards. Where possible, ~~these classes in dual-language bilingual programs shall~~ **will** be comprised of approximately equal numbers ~~of students of limited English proficiency and of ELLs and of~~ students whose native language is English.

2. The Board of Education may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process Provided by Statute

The school district may request a waiver from **N.J.A.C. 6A:15-1.4(d)** ~~establishing a bilingual education program, pursuant to N.J.S.A. 18A:35-18,~~ to establish **annually** an instructional program alternative ~~on an annual basis~~ with the approval of the Department of Education when there are twenty or more students eligible for the bilingual education program in Kindergarten through grade twelve, and the **school** district is able to demonstrate **that it would be impractical to provide a full-time bilingual program** ~~that due to age range, grade span, and/or geographic location of eligible students, it would be impractical to provide a full-time bilingual program.~~

1. ~~Any~~ Instructional program alternatives shall be developed in consultation with and approved annually by the Department of Education after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ~~LEP students~~ **ELLs** to develop sufficient English skills and subject-matter skills to meet the Core Curriculum Content Standards.
2. The instructional program alternatives ~~that shall~~ **to** be established ~~shall~~ include, but are not limited to: **the** bilingual part-time component; **the** bilingual resource program; **the** bilingual tutorial program; **the** sheltered English instruction program; and **the** high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.



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E. Department of Education Approval of Bilingual, ESL, or English Language Services Programs

1. **Each school district providing a** ~~The school district's bilingual program, ESL program, or English language services program~~ **plans shall be submitted a plan every three years to the New Jersey Department of Education every three years for approval. At its discretion, the Department of Education may request modifications, as appropriate. Plans submitted by the school district for approval shall include information on the following** ~~The plans will include the following information:~~

- a. Identification of students;
- b. Program description;
- c. Number of certified staff hired for the program;
- d. Bilingual and ESL curriculum development;
- e. Evaluation design;
- f. Review process for exit; and
- g. A budget for bilingual and ESL programs ~~and/or~~ or English language services programs. ~~The budget must indicate how the bilingual categorical aid funds are directly related to the bilingual/ESL program instructional services and materials.~~

2. **The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.**

~~The district shall annually submit data on the number of LEP students served, exit data for the LEP students enrolled in the district, and data on the number of immigrant students enrolled in the district.~~



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3. ~~The district's bilingual/ESL programs will be monitored and evaluated by the New Jersey Department of Education.~~
4. ~~A school that fails to make progress in meeting the New Jersey Department of Education's annual measurable achievement objectives, must separately inform the parent(s) or legal guardian(s) of an LEP student of the school's failure no later than thirty days after the failure occurs.~~

F. Supportive Services

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the **school** district.
2. To the extent that it is administratively feasible, supportive services to **ELLs** ~~LEP students~~, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of **the ELLs** ~~LEP students~~ and their parents.

G. In-service Training

1. ~~A plan shall be developed for in-service training will be provided for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall based on their needs and to include instructional strategies and appropriate assessments to help LEP students ELLs meet the Core Curriculum Content Standards and the WIDA English Language development Proficiency Standards. All ESL and bilingual teachers shall will receive training in the use of the ESL curriculum.~~
2. The Professional Development Plan of the **school** district shall include the needs of bilingual and ESL teachers, **which** that shall be addressed through in-service training.



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H. Certification of Staff

All teachers in these programs will hold the following certifications:

1. Bilingual Classes - a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education **pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.**
2. ESL Classes - a valid New Jersey instructional certificate in **ESL English** ~~as a second language~~ **pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.**
3. English Language Services - a valid New Jersey instructional certificate.

I. Bilingual, **English as a Second Language** ~~ESL~~, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

1. All **ELLs** ~~LEP students~~ from Kindergarten through ~~twelfth~~ **twelve** shall be enrolled in the bilingual, ESL, or English language services program **established by the Board of Education as prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), and P.L. 1995, c. 59 and c. 327.**
2. Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually **using** ~~with~~ a Department of Education-approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program.
3. **ELLs** ~~LEP students~~ enrolled in **the bilingual, ESL, or English language services program** ~~one of these programs~~ shall be placed in a monolingual English program when they have demonstrated readiness to function successfully in an English-only program. **The** ~~This~~ process to **determine the readiness or inability of the individual student to function successfully in the English-only program** shall be initiated by the student's level of English proficiency as measured by a Department of Education-established



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standard on an English language proficiency test. ~~The and the~~ readiness of the student shall be further assessed on the basis of multiple indicators ~~that which~~ shall include, at a minimum; ~~include~~ classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English according to P.L. 1991, c.12.

4. A parent(s) or legal guardian(s) may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. ~~Students enrolled in a bilingual, ESL, or English language services program shall be assessed annually to determine their progress in achieving English language proficiency goals and readiness for exiting the program.~~
65. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher, ~~with the approval of the Building Principal,~~ may recommend retesting **with the approval of the Principal.**
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting **shall will** be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.



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Bilingual and ESL Education

- d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the students.
- e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
76. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, **the district shall notify by mail** the student's parent(s) ~~or legal guardian(s) shall be informed by mail~~ of the **placement** determination of placement. If the parent(s), ~~legal guardian(s)~~ or teaching staff member disagrees with the placement, he/she may appeal the **placement** decision in writing to the **Superintendent or designee** _____, who will provide a written explanation for the decision within _____ **seven** working days of receiving the written appeal. The complainant may appeal this decision in writing to the Board of Education within **seven calendar days of receiving the Superintendent's or designee's written explanation of the decision**. The Board will review the appeal and respond in writing to the **parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board**. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.
- J. Graduation Requirements for ~~Limited English Proficient Students~~ **Language Learners**
- All **ELLs** ~~LEP~~ students must satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).
- K. Location of Programs
- All bilingual, ESL, and English language services programs shall be conducted within classrooms ~~approved by the Executive County Superintendent of Schools~~ within the regular school buildings of the **school district per pursuant to N.J.S.A. 18A:35-20**.

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Bilingual and ESL Education

L. Notification to ~~Parents/Legal Guardians~~

1. The school district will notify **by mail** the parent(s) or legal guardian(s) of the ~~LEP student of ELLs~~ **by mail of the fact** no later than thirty days after the beginning of the school year that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services program. **The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:** ~~The parent(s) or legal guardian(s) must be notified within two weeks of the student's placement in a bilingual, ESL, or English language services program, if the student has not been identified as a LEP student prior to the beginning of the school year.~~
 - a. ~~Why~~ **The notice shall inform the parent(s) or legal guardian(s) why the student was identified as an ELL;**
 - b. ~~Why LEP and why~~ the student needs to be placed in a **language instructional educational program that will help him or her develop and attain English proficiency and meet State academic standards** ~~bilingual, ESL, or English language services program;~~
 - bc. ~~The notice will include the~~ student's level of English proficiency, how **the such level of English proficiency** was assessed, and the student's academic level;
 - ed. ~~The notice will include the~~ method of instruction **the school district will use that will be used** to serve the student, including a description of other ~~methods of~~ instruction **methods** available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;

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- de. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the program will meet the **student's** specific needs of the student in attaining English and meeting State standards;
- ef. The **program's** notice will include the exit requirements, the expected rate of transition into a classroom not tailored for **ELLs LEP** students, and, in the case of high school students, the expected rate of graduation; **and**
- fg. ~~The notice will inform the parent(s) or legal guardian(s)~~
How the instructional program will meet the objectives of **the an individualized** education program of a student with a disability;
- g. ~~The notice will include written guidance on the rights that parents have to remove their child from a bilingual, ESL, or English language services program upon their request, in accordance with N.J.A.C. 6A:15-1.13, or to choose another program or method of instruction, if available, and how the parent(s) or legal guardian(s) will be provided assistance in selecting the best program to serve their child;~~
- h. ~~The notice will inform the parent(s) or legal guardian(s) they have the option of declining enrollment if they choose by providing notice to the district no later than ten days after receiving the eligibility notice;~~
- i. ~~The notice shall be in writing and in the language of which the child of the parent(s) or legal guardian(s) so notified possesses a primary speaking ability, and in English; and~~
- j. ~~Whenever the district determines, on the basis of a student's level of English proficiency, that a student should exit from a program of bilingual education, the district shall notify the parent(s) or legal guardian(s) of the student by mail.~~



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Bilingual and ESL Education

2. **The school district shall send progress reports to** ~~The parent(s) or legal guardian(s)~~ of students enrolled in a bilingual, ESL, or English language services programs ~~shall receive progress reports~~ in the same manner and frequency as progress reports are sent to ~~parent(s) and legal guardian(s)~~ of other students enrolled in the school district.
3. Progress reports shall be written in English and in the native language of the ~~parent(s) or legal guardian(s)~~ of students enrolled in the bilingual ~~and~~ **or** ESL program unless **the school district** ~~it~~ can be demonstrated and documented in the three-year plan **required in N.J.A.C. 6A:15-1.6(a)** that ~~the~~ **this** requirement would place an unreasonable burden on the district.
4. The **school** district shall notify the ~~parent(s) or legal guardian(s)~~ when ~~a~~ **students** meets the exit criteria and ~~are~~ **is** placed in a monolingual English program. The notice shall be in English and in the language in which the ~~parent(s) or legal guardian(s)~~ possesses a primary speaking ability.

M. Joint Programs

~~With The school district may join with any other school districts, with the approval of the Executive County Superintendent of Schools, on a case-by-case basis,~~ **a school district may join with another Board of Education** to provide bilingual, ESL, or English language services programs.

N. Parental Involvement

1. The **Superintendent or designee** _____ will provide for **the** maximum practicable involvement of ~~parent(s) or legal guardian(s)~~ of ~~LEP students~~ **ELLs** in the development and review of program objectives and dissemination of information to and from the **district** Boards of Education and communities served by the bilingual, ESL, or English language services education programs.

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2. ~~A parent(s) or legal guardian(s) will be informed on how they can become involved in the education of their child and how they can actively participate in helping their child learn English, achieve at high levels in the core academic subjects, and meet State standards.~~
32. A **school** district that implements a bilingual education program shall establish a parent advisory committee on bilingual education ~~of~~ **on** which the majority will be parents ~~or legal guardians~~ of students of **ELLs** ~~limited English proficiency~~.

Issued:



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Educational Program Evaluation
Jun 16
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[See POLICY ALERT Nos. 140, 172 and 209]

2610 EDUCATIONAL PROGRAM EVALUATION

The Board of Education directs the Superintendent to develop and implement a systematic plan for the continuous evaluation of the educational program against the educational goals established by this Board. To this end, the Superintendent shall employ such tests and methods as may be indicated by sound professional judgment. Wherever possible, the assessment program shall follow evaluation procedures set forth in the course guides.

The Superintendent shall maintain a calendar of assessment activities and shall make periodic evaluation reports to the Board during the school year. Findings of the assessment program may be used to evaluate the progress of students and the effectiveness of staff members. The Board will annually make available to the public the collective progress of students toward the goals of the district.

The Board will annually, prior to the end of the school year and in conjunction with appropriate members of the administrative staff, conduct a review of the educational progress of the district, assess district and student needs, and establish long range and short range objectives for the educational program. The Board's annual report will be submitted to the Commissioner of Education as required.

The Superintendent shall annually recommend improvements in the educational program based on the Board's evaluation of the district's program. The Board reserves the right to employ experts from outside the school district to serve in the evaluation process.

N.J.S.A. 18A:7A-11

N.J.A.C. 6:8-3.2; 6A:8-4.1 et seq.

N.J.A.C. 6A:19-2.6 [**vocational districts**]

Adopted:

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Student Assessment
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M

[See POLICY ALERT Nos. 120, 135, 147, 153, 168, 170, 197, 205 and 209]

2622 STUDENT ASSESSMENT

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

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

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

Statewide Assessment System

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

Test Administration Procedures and Security Measures

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

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Student Assessment

Documentation of Student Achievement

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

Accountability

The Superintendent shall report preliminary and final results of annual assessments to the Board of Education as required by the New Jersey Department of Education. The Board will provide parents, students, and citizens with results of annual assessments according to N.J.A.C. 6A:8-4.23. The Board shall provide appropriate instruction to improve skills and knowledge for students performing below established levels of student proficiency in any content area either on Statewide or local assessments. All students are expected to demonstrate the knowledge and skills of the Core Curriculum Content Standards as measured by the Statewide assessment system.

Public Reporting

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

Parental Notification

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



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Student Assessment

Student Accommodations/Modifications

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

N.J.S.A. 18A:7C-1

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

Adopted:

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Policy-14

TEACHING STAFF MEMBERS

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Creating Positions

Jun 16

[See POLICY ALERT Nos. 96, 172 and 209]

3111 CREATING POSITIONS

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

The Board shall, **upon the Superintendent's recommendation**, create new positions as they are required, **and approve job titles and job descriptions**, ~~and specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 1400.~~ The **job description** Board shall, on a careful review of the position, establish **outline** the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. ~~Any such local qualifications shall be flexibly applied.~~

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

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

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Creating Positions

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

N.J.S.A. 18A:16-1; 18A:28-1 et seq.

N.J.A.C. ~~6A:9-5.4~~ 6A:9B-5.1; ~~6A:9-5.5~~ 6A:9B-5.5

Adopted:

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TEACHING STAFF MEMBERS
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Employment Contract
Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

3124 EMPLOYMENT CONTRACT

The Board of Education requires that every nontenured teaching staff member employed by this district annually sign an employment contract for a term of not more than one year.

The employment contract shall include the specific title of the position to which the teaching staff member is appointed; the term for which employment is contracted, including beginning and ending dates; a full description of the certification held by the teaching staff member and the date, if any, on which certification will expire, **if applicable**; the salary at which the teaching staff member will be employed; and the intervals at which the salary will be paid; and a provision for the termination of the contract on _____ days notice duly given by either party.

The employment contract will also include a provision for termination of the contract by either the teaching staff member or the Board of Education unless the teaching staff member is represented by a collective bargaining agreement and the agreement has termination provisions.

[Optional

~~If the teaching staff member is not represented by a collective bargaining agreement or the collective bargaining agreement does not have provisions for termination, the nontenured teaching staff member may terminate the contract with a _____ calendar day notice and the Board may terminate the contract for non-tenured teaching staff members with a _____ calendar day notice.]~~

[Optional

✓ [In the event that the salary entered on the written contract differs from that approved by the Board in a resolution duly adopted, the salary approved by the Board shall be the salary paid.]

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

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

Adopted:

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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

Jun 16

M

[See POLICY MEMO Nos. 35 and 74]

[See POLICY ALERT Nos. 79, 85, 95, 103, 116, 135, 149, 156,
166, 202 and 209]

3125 EMPLOYMENT OF TEACHING STAFF MEMBERS

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

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

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

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

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

or can demonstrate eligibility for

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TEACHING STAFF MEMBERS

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Employment of Teaching Staff Members

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

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

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

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

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

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

The Board of Education shall not employ for pay or contract for the paid services of any teaching staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that



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Employment of Teaching Staff Members

no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

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

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

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

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

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

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

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Employment of Teaching Staff Members

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

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

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

Adopted:

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TEACHING STAFF MEMBERS
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Employment of Substitute Teachers
Jun 16

[See POLICY ALERT Nos. 193 and 209]

3125.2 EMPLOYMENT OF SUBSTITUTE TEACHERS

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

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

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

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



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Employment of Substitute Teachers

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

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

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

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Employment of Substitute Teachers

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

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

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

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

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

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

Adopted:



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Induction Program for Provisional Teachers

District Mentoring Program

Jun 16

[See POLICY ALERT Nos. 123, 125, 187 and 209]

3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

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

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

via the mentoring
Plan shall

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Induction Program for Provisional Teachers District Mentoring Program

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

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

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

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

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

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

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

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

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

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

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

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

Adopted:



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District Mentoring Program
Jun 16

[See POLICY ALERT Nos. 134, 187 and 209]

R 3126 INDUCTION PROGRAM FOR PROVISIONAL TEACHERS DISTRICT MENTORING PROGRAM

The Board of Education is authorized to employ a holder of a certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) after its mentoring plan has been approved pursuant to N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.1**.

A. Definitions (N.J.A.C. 6A:9-2.1)

1. "Certificate of Eligibility or CE" means a ~~credential~~ **certificate** with lifetime validity issued to persons who have completed degree, academic study, and applicable test requirements for certification. The CE permits the applicant to seek and accept employment in **corresponding** positions requiring certification.
2. "Certificate of Eligibility with Advanced Standing or (CEAS)" means a ~~credential~~ **certificate** with a lifetime validity issued to persons who have completed degree, academic study, applicable test requirements, and ~~traditional professional~~ **CEAS educator** preparation programs for certification. The CEAS permits the applicant to seek and accept employment in positions requiring certification.
3. "District mentoring program" means a **program of induction and support for non-tenured teachers, including novice provisional teachers and experienced teachers new to a school district, designed to develop them into effective professionals within the school district.**
4. "Endorsement" means an **authorization allowing a certificate holder to teach one or more specific subject area(s) or to serve in one or more specific teaching staff role(s).**
35. "Mentor teacher" means a **an experienced, certified** New Jersey ~~certified experienced~~ teacher who is assigned to provide support and guidance to a novice teacher.

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46. **“Novice teacher” means any full-time or part-time teacher serving full- or part-time under a provisional certificate who has not yet been issued a standard instructional certificate in any endorsement area completed one year of full-time teaching under a valid State teaching certificate.**
5. ~~“Professional Development Committee” means the local district committee established by the Board of Education pursuant to N.J.A.C. 6A:9-15.3(d) to plan and implement local district professional development programs.~~
67. **“Professional Standards for Teachers” means the knowledge, skills, and dispositions that all new teachers must acquire and describes what all teachers should know and be able to do. to practice as teachers in accordance with N.J.A.C. 6A:9-3.3.**
8. **“Provisional teaching period” means a minimum of two years of full-time teaching under a provisional certificate required of all novice teachers before they are eligible to be recommended for a standard certificate.**

~~B. State Approved District Training Program~~

1. ~~The State approved district training program shall provide essential knowledge and skills through the following training:~~
 - a. ~~On-going mentoring of the provisional teacher shall take place over a period of thirty weeks or proportionally longer if the provisional teacher holds a part-time teaching position in accordance with the district’s mentor plan pursuant to N.J.A.C. 6A:9-8.4 and in accordance with the Professional Standards for Teachers.~~
 - b. ~~The Building Principal or an appropriately certified school administrative designee shall observe and formally evaluate the provisional teacher in accordance with N.J.A.C. 6A:9-8.6 and 8.7.~~

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- ~~e. Except for d. and e. below, a minimum of two hundred hours of formal instruction in professional education aligned with the Professional Standards for Teachers shall be completed by the provisional teacher concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(e).~~
- ~~d. For provisional teachers who are holders of a career and technical education CE, a minimum of two hundred hours of formal instruction in a State approved career and technical education professional education program that is aligned with the Professional Standards for Teachers and that includes the essential knowledge and skills regarding the delivery of career and technical education programs shall be completed concurrently with the requirements of a. and b. above. This requirement shall not apply to provisional teachers who hold a CEAS pursuant to N.J.A.C. 6A:9-8.1(b). The effective date of this requirement shall be February 1, 2010.~~
- ~~e. For provisional teachers who are holders of an elementary school (Kindergarten through grade five) endorsement, a minimum of two hundred ninety hours of formal instruction over no more than two years in a State approved program of formal instruction that is aligned with the Professional Standards for Teachers shall be completed. This instruction must include in the first calendar year of a teacher's employment a minimum of forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level and a minimum of forty five hours of study in teaching mathematics at the Kindergarten through grade five level. The effective date of this requirement shall be October 31, 2009. Provisional teachers holding an elementary school (Kindergarten to grade five) certificate of eligibility may be exempted from completing forty five hours of study in the teaching of language arts/literacy at the Kindergarten through grade five level as well as from completing forty five hours of~~

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~~study in the teaching of mathematics at the Kindergarten through grade five level if:~~

- ~~(1) For each area of study, they have completed forty-five hours of study in that area within the three years prior to receiving their certificate of eligibility as documented by a New Jersey Department of Education approved alternate route regional training center or through equivalent coursework on the transcript of a regionally accredited four year college or university; or~~
- ~~(2) For each area of study, they document the equivalent of at least one year of successful experience as a full time teacher during which the subject area is regularly taught, among the other subjects for which a Kindergarten through grade five teacher would be responsible. This experience must take place within the three years prior to receiving their certificate of eligibility and documented by submitting a completed, original form provided by the Department of Education.~~
- ~~2. Districts or consortia of districts, in conjunction with a college or university, shall provide formal instruction to the provisional teachers they employ pursuant to B.1.d. above. The district or consortium shall submit a written plan for the department's approval. In the event that joint sponsorship with a college or university cannot be achieved, the department may authorize the district or consortium to provide the formal instruction independently or in joint sponsorship with a non-collegiate entity. The district or consortium's written plan shall include documentation of its efforts to secure college or university participation.~~
- ~~3. Districts unable to provide formal instruction to provisional teachers in their employ shall provide access to formal instruction through a network of department authorized providers.~~

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BC. Requirements for Local Mentor Plan-District Mentoring Program

1. ~~A "novice teacher" means any full-time or part-time teacher who has not completed one year of full-time teaching under a valid State teaching certificate. All novice teachers are required to participate in a mentoring program that takes place over a period of thirty weeks for provisional teachers holding a CEAS and thirty-four weeks for provisional teachers holding a CE.~~

~~Provisional teachers shall participate for a proportionally longer period of time if in a part-time teaching position. The mentoring program shall be implemented by the mentor teacher, supervised by the school Principal, and conducted within the parameters of a school district's local mentor plan and the requirements of N.J.A.C. 6A:9-8.3.~~

- a. ~~In the event that no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional year of teaching in order to obtain standard certification shall be responsible for payment of mentoring fees during the provisional year. [Optional—The district may, at its discretion, pay all or part of the mentoring fee.]~~

- b. ~~All novice teachers whose positions require possession of instructional certificates in accordance with N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9-5.1(a) shall comply with the requirements of the district's mentoring plan.~~

2. ~~Novice teachers in positions requiring the possession of instructional certificates shall comply with the provisions of N.J.A.C. 6A:9-8 and shall ensure the following:~~

- a. ~~The rigorous mentoring shall be provided to novice teachers by developing a local mentor plan in which experienced teachers give confidential support and guidance to novice teachers in accordance with the Professional Standards for Teachers;~~

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- b. ~~That each novice teacher is assigned a mentor at the beginning of the contracted teaching assignment;~~
 - c. ~~That the district's mentor plan includes in-person contact between the mentor teacher and the novice teacher over the course of thirty weeks or proportionally longer if the novice teacher holds a part-time teaching assignment;~~
 - d. ~~That the local Professional Development Committee established pursuant to N.J.A.C. 6A:9-15.3(d) develops the district's mentor plan; and~~
 - e. ~~That the Board of Education shall report annually the implementation of the district's mentor plan as required by the Department of Education.~~
3. ~~The district's Professional Development Committee shall ensure the development of a district mentor plan as follows:~~
- a. ~~The district's Professional Development Committee shall develop a district mentor plan that includes:~~
 - (1) ~~Goals that at a minimum enhance teacher knowledge of and strategies related to the CCCS in order to facilitate student achievement; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist novice teachers in the performance of their duties and adjustment to the challenges of teaching;~~
 - (2) ~~An application process for selecting mentor teachers;~~
 - (3) ~~Criteria for mentor teacher selection;~~
 - (4) ~~Provisions for comprehensive mentor training;~~
 - (5) ~~Identification of mentor teacher responsibilities;~~

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- ~~(6) — Logistics for mentor plan implementation;~~
 - ~~(7) — Consideration of collaborative arrangements with colleges and universities;~~
 - ~~(8) — Provisions for the use of State funds; and~~
 - ~~(9) — An addendum with criteria and guidelines for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1.~~
- b. ~~The Professional Development Committee shall submit the district's mentor plan to the Board of Education for initial approval.~~
- e. ~~The Professional Development Committee shall submit the addendum for the twenty day clinical experience pursuant to N.J.A.C. 6A:9-8.3(b)1 to the Board of Education for initial approval and to the Executive County Superintendent for final approval.~~
- d. ~~After the mentor plan is reviewed, the Board shall submit the plan to the Executive County Superintendent for final review and approval. The Executive County Superintendent shall notify the Department of plan approval.~~
- e. ~~Every three years, the district's mentor plan shall be revised and re-submitted to the Executive County Superintendent based on program evaluation.~~
4. ~~The Board of Education shall be responsible for the implementation of the district's mentor plan through the following:~~
- a. ~~The plan shall provide criteria for selection of mentor teachers. At a minimum, the criteria shall include the following~~

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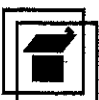
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- ~~(1) The Board may select a certified teacher with at least three years of experience who is actively teaching in the district to serve as a mentor teacher;~~
- ~~(2) The mentor teacher applicant is committed to the goals of the local mentor plan;~~
- ~~(3) The mentor teacher applicant has agreed to maintain the confidential nature of the mentor teacher/novice teacher relationship;~~
- ~~(4) The mentor teacher applicant has demonstrated exemplary command of content area knowledge and of pedagogy;~~
- ~~(5) The mentor teacher applicant is experienced and certified in the subject area in which the novice teacher is teaching, where possible;~~
- ~~(6) The mentor teacher applicant is knowledgeable about the social and workplace norms of the school district and the community the Board of Education serves;~~
- ~~(7) The mentor teacher applicant is knowledgeable about the resources and opportunities in the district and able to act as a referral source to the novice teacher;~~
- ~~(8) The mentor teacher applicant provides letters of recommendation as determined by the district mentor plan from those who are familiar with the mentor teacher applicant's work; and~~
- ~~(9) The mentor teacher applicant agrees to complete a comprehensive mentor training program.~~

1. **The district shall develop a mentoring program to provide non-tenured teachers, including novice provisional teachers who hold a CE or CEAS, with an induction to the teaching profession and to the school district community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.**



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2. The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the Core Curriculum Content Standards (CCCS) to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching.
3. The Board of Education, *via the mentoring plan* shall determine how each non-tenured teacher in his or her first year of employment shall be provided with the following supports:
 - a. Comprehensive induction to school district policies and procedures including, but not limited to, introduction to school district curricula, student assessment policies, and training on the school district's evaluation rubric, including setting and assessing student learning through student growth objectives;
 - b. Individualized supports and activities, which shall be assigned at the school district's discretion and shall be aligned with the Professional Standards for Teachers at N.J.A.C. 6A:9-3.3, the Standards for Professional Learning at N.J.A.C. 6A:9C-3.3, and the school district's Commissioner-approved teaching practice instrument. The supports and activities shall be guided by:
 - (1) The non-tenured teacher's degree of preparation and experience;
 - (2) The non-tenured teacher's individual professional development plan (PDP) developed within thirty instructional days of the beginning of the teaching assignment pursuant to N.J.A.C. 6A:9C-4.4(f);



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- (1) **The one-to-one mentoring shall support the novice provisional teacher in achieving the curricular objectives of the formal instructional program in which the novice provisional teacher holding a CE is enrolled.**
- f. **All contact time between the mentor teacher and the novice provisional teacher shall be recorded in a log, developed as part of the district mentoring plan, submitted to the Superintendent or designee, and maintained within the school district.**
5. **All novice provisional teachers whose positions require possession of instructional certificates pursuant to N.J.S.A. 18A:26-2 and N.J.A.C. 6A:9B-5.1 shall comply with the district mentoring program requirements.**
6. **The district shall budget State funds appropriated for the novice teacher mentoring program.**
 - a. **Subject to the availability of funds, the Department of Education shall appropriate State funds based on the number of novice teachers employed each year by the Board of Education.**
 - b. **The Board of Education shall ensure State funds appropriated for this program supplement, and not supplant, Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.**
 - c. **The Board of Education shall ensure State funds are used for one or more of the following:**
 - (1) **Stipends for mentor teachers;**
 - (2) **The costs associated with release time;**
 - (3) **Substitutes for mentor and novice teachers; and**
 - (4) **Professional development and training activities related to the program.**

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- d. If no State funds are available to pay the costs of mentoring fees, candidates who are required to complete a provisional period of teaching to obtain standard certification shall be responsible for payment of mentoring fees during the first provisional year. The Board may, at its discretion, pay all or part of the mentoring fees.
7. The school district's administrative office shall oversee the payment of mentors. Payment shall not be conferred directly from provisional novice teacher to mentor.

C. Mentor requirements

1. The Superintendent shall oversee the mentor selection process and ensure the individual mentor of a novice provisional teacher meets the following minimum requirements:
 - a. Holds an instructional certificate and, when possible, is certified in the subject area in which the novice provisional teacher is working;
 - b. Has at least three years of experience and has taught full-time for at least two years within the last five years;
 - c. Does not serve as the mentee's direct supervisor nor conduct evaluations of teachers;
 - d. Demonstrates a record of success in the classroom:
 - (1) Beginning academic year 2014-2015, all mentor teacher applicants shall have received a summative rating of effective or highly effective on the most recent summative evaluation, pursuant to N.J.A.C. 6A:10.

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- (a) **A mentor teacher applicant in a school or school district not required pursuant to N.J.A.C. 6A:10-1 to issue summative evaluations shall demonstrate at least one year of effective teaching on his or her most recent evaluation as determined by his or her supervisor.**

- e. **Understands the social and workplace norms of the school district and the community it serves;**

- f. **Understands the resources and opportunities available in the school district and is able to act as a referral source to the novice provisional teacher; and**

- g. **Completes a comprehensive mentor training program with a curriculum that includes, at a minimum, training on the school district's teaching evaluation rubric and practice instrument, Professional Standards for Teachers, CCCS, classroom observation skills, facilitating adult learning, and leading reflective conversations about teaching practice.**

- ~~b. Annually, the district shall submit a report on the effectiveness of the district's mentor plan to the Department of Education. The report, using data collected on a Department of Education developed form, shall include program impact on job satisfaction, adequacy of time and training, and recommended program changes and additions.~~

- ~~c. The district shall align the mentor plan with the Professional Standards for Teachers.~~

- ~~5. The Board of Education shall be responsible to budget any State funds appropriated for the novice teacher mentoring program.~~

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- a. ~~Subject to the availability of funds, the department shall appropriate State funds based on the number of novice teachers employed each year in a given public school district.~~
- b. ~~The Board of Education shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State, or local funds already devoted to planning and implementing a novice teacher mentor program.~~
- c. ~~The Board of Education shall ensure that State funds shall be used for one or more of the following:~~
 - (1) ~~Stipends for mentor teachers;~~
 - (2) ~~The costs associated with release time;~~
 - (3) ~~Substitutes for mentor teachers and novice teachers; and~~
 - (4) ~~Professional development and training activities related to the program.~~

D. District Mentoring Plan

- 1. **The Superintendent or designee shall develop a district mentoring plan as part of the school district's PDP pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.**
 - a. **The Superintendent shall submit the district mentoring plan to the Board of Education for review of its fiscal impact.**
 - b. **The Superintendent or designee shall share the district mentoring plan with each school improvement panel, which shall oversee the school-level implementation of the district mentoring plan and shall communicate the plan to all non-tenured teachers and their mentors.**

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- c. **The Superintendent or designee annually shall review the plan and revise it, as necessary, based on feedback from mentor logs, each school improvement panel, and data on teacher and student performance.**

D. Evaluation of Provisional Teachers

1. ~~An appropriately certified Building Principal or administrative designee authorized to supervise instructional staff shall observe and evaluate the provisional teacher three times during the first year of mentoring for purposes of certification. All performance evaluations shall be aligned with the Professional Standards for Teachers as defined in N.J.A.C. 6A:9-3.3 and reported on State-developed forms. Performance evaluations for career and technical education teachers shall also include career and technical education knowledge and skills.~~
 - a. ~~The first formative evaluation shall be completed at the end of ten weeks, or proportionally longer if the teacher is part-time, after the provisional teacher assumes full responsibility of a classroom.~~
 - b. ~~The second formative evaluation shall be completed at the end of twenty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom.~~
 - c. ~~The final summative evaluation shall be completed at the end of thirty weeks, or proportionally longer for part-time teachers, after the provisional teacher assumes full responsibility of a classroom. This final, summative evaluation shall be completed by the Building Principal who shall make one of three recommendations for certification pursuant to N.J.A.C. 6A:9-8.7(b).~~
2. ~~Within fifteen days following each evaluation, the evaluator pursuant to a. above shall provide a copy of the evaluation to the provisional teacher.~~



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Induction Program For Provisional Teachers
District Mentoring Program

~~3. Mentor teachers shall not assess or evaluate the performance of provisional teachers. Interactions between provisional teachers and experienced mentor teachers are formative in nature and considered a matter of professional privilege. Mentor teachers shall not be compelled to offer testimony on the performance of provisional teachers.~~

~~E. Recommendation for Certification of Provisional Teachers~~

~~1. Within thirty days after the conclusion of the State approved district training program, the Building Principal shall submit the final evaluation directly to the Secretary of the New Jersey State Board of Examiners that shall contain a recommendation regarding standard certification for each provisional teacher.~~

~~2. The final evaluation for each provisional teacher shall include one of the following recommendations:~~

~~a. Approved: Recommends issuance of a standard certificate;~~

~~b. Insufficient: Recommends that a standard certificate not be issued but that the candidate be permitted to seek entry on one more occasion into a State approved district training program. A second rating of "insufficient" shall be deemed a "disapproved" in accord with c. below; or~~

~~c. Disapproved: Recommends that a standard certificate not be issued and that the candidate not be allowed to enter into another State approved district training program.~~

~~3. Candidates who receive a recommendation of "disapproved" or two recommendations of "insufficient" may petition the Board of Examiners for approval of additional opportunities to seek provisional employment in districts other than those in which they received unfavorable recommendations pursuant to N.J.A.C. 6A:9-17.18.~~

Issued:



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Policy 19

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Resignation
Jun 16

[See POLICY ALERT Nos. 140, 172 and 209]

3141 RESIGNATION

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

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

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

N.J.S.A. 18A:26-10; 18A:28-8
N.J.A.C. 6A:9-17.9 6A:9B-4.8

Adopted:

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Policy-20

TEACHING STAFF MEMBERS
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Certification of Tenure Charges
Jun 16

[See POLICY MEMO No. 27]

[See POLICY ALERT Nos. 86, 172, 190, 201 and 209]

3144 CERTIFICATION OF TENURE CHARGES

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

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

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

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Certification of Tenure Charges

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

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

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



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Certification of Tenure Charges

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

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

Adopted:

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Certification of Tenure Charges

Jun 16

[See POLICY ALERT Nos. 190, 192, 201 and 209]

R 3144 CERTIFICATION OF TENURE CHARGES

A. Definition

1. For the purposes of Policy 3144 and this Regulation, "day" means business day when the period specified is less than seven days, and calendar day when the period specified is seven days or more; provided however, that calculations do not include the day of the action from which they are computed but do not include the last day of the period being computed unless such day falls on a Saturday, Sunday or holiday, in which case the last day shall be deemed the next business day immediately following. Filings received after the close of business (4:15 p.m.) shall be deemed filed on the next business day.

B. Filing of Written Charges and Certificate of Determination – N.J.A.C. 6A:3-5.1

1. N.J.A.C. 6A:3-1.3 - Filing and Service of Petition of Appeal shall not apply in a case of tenure charges filed with the Commissioner against an employee of a Board of Education or a school district under full State intervention. In place of the usual petition, the Board or the State District Superintendent shall file written charges and the required certificate of determination with the Commissioner, together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or the State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as charges are filed with the Commissioner.
 - a. In accordance with N.J.S.A. 34:13A-24, fines and suspensions imposed as minor discipline shall not constitute a reduction in compensation pursuant to the provisions of N.J.S.A. 18A:6-10 where the negotiated agreement between a Board of Education and the majority representative of the employees in the appropriate collective bargaining unit provides for such discipline. In these cases, tenure charges shall not be filed to impose minor discipline on a person serving under tenure.

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2. In all instances of the filing and certification of tenure charges, except charges filed against a teacher, Principal, Assistant Principal, or Vice Principal for reasons of inefficiency pursuant to N.J.S.A. 18A:6-17.3, the following procedures and timelines shall be observed:
 - a. Charges shall be stated with specificity as to the action or behavior underlying the charges and shall be filed in writing with the Secretary of the Board of Education or the State District Superintendent, accompanied by a supporting statement of evidence, both of which shall be executed under oath by the person(s) instituting such charges.
 - b. Along with the required sworn statement of evidence, charges shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date they were filed with the Secretary of the Board of Education or the State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
 - c. The affected tenured employee shall have an opportunity to submit to the Board of Education or the State District Superintendent a written statement of position and a written statement of evidence, both of which shall be executed under oath with respect thereto within fifteen days of receipt of the tenure charges.
 - d. Upon receipt of the tenured employee's written statements of position and evidence under oath, or upon expiration of the allotted fifteen-day time period, the Board of Education shall determine by a majority vote of its full membership, or the State District Superintendent shall determine, within forty-five days whether there is probable cause to credit the evidence in support of the charges and whether such charges, if credited, are sufficient to warrant a dismissal or reduction of salary. In accordance with the provisions of N.J.S.A. 18A:6-13, if the Board of Education does not make a determination within forty-five days after receipt of the written charges, the charges shall be deemed to be dismissed and no further proceeding or action shall be taken.

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- e. The Board of Education or the State District Superintendent shall provide, within three working days, written notification of the determination to the employee against whom the charges has been made, in person or by certified mail to the last known address of the employee and the employee's representative, if known.
 - f. If the Board of Education or the State District Superintendent finds probable cause exists and the charges, if credited, are sufficient to warrant a dismissal or reduction of salary, then the Board or the State District Superintendent shall file, within fifteen days, written charges with the Commissioner. The charges shall be stated with specificity as to the action or behavior underlying the charges and shall be accompanied by the required certificate of determination together with the name of the attorney who is anticipated for administrative purposes will be representing the Board of Education or State District Superintendent and proof of service upon the employee and the employee's representative, if known. Such service shall be at the same time and in the same manner as the filing of charges with the Commissioner.
 - g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.
3. If the tenure charges are charges of inefficiency pursuant to N.J.S.A. 18A:6-17.3, except in the case of Principals and Vice Principals in school districts under full State intervention, where procedures are governed by the provisions of N.J.S.A. 18A:7A-45 and such rules as may be promulgated to implement it, the following procedures and timelines shall be observed:
- a. When the conditions described in N.J.S.A. 18A:6-17.3.a(1) or (2) and as outlined in Policy 3144.12 have been satisfied, the Superintendent shall promptly file with the Secretary of the Board a charge of inefficiency.



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- b. The charges of inefficiency shall be transmitted to the affected tenured employee and the employee's representative, if known, within three working days of the date the charges were filed with the Secretary of the Board or State District Superintendent. Proof of mailing or hand delivery shall constitute proof of transmittal.
- c. The affected tenured employee shall have an opportunity within ten days of receipt to submit to the Board or State District Superintendent a written statement of position under oath demonstrating how the school district failed to comply with evaluation procedures.
- d. Within thirty days of the filing, the Board or State District Superintendent shall forward a written charge to the Commissioner unless the Board or the State District Superintendent determines the evaluation process has not been followed. Such determination shall be made by a majority vote of the Board's full membership or by the State District Superintendent.
- e. Upon receipt of the charge, the Commissioner or his or her designee shall examine the charge. The charge shall again be served upon the employee at the same time it is forwarded to the Commissioner and proof of service shall be included with the filed charge. The individual against whom the charge is filed shall have ten days to submit to the Commissioner a written response to the charge.
- f. Within five days of the individual's deadline to submit a written response to the charge, the Commissioner shall appoint an arbitrator to hear the case and refer the case to the arbitrator, unless he/she determines the evaluation process has not been followed.
- g. Pursuant to N.J.S.A. 18A:6-11, all deliberations and actions of the Board of Education with respect to such charges shall take place at a closed/executive session meeting.

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Certification of Tenure Charges

4. The provisions of N.J.A.C. 6A:3-5.1 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

C. Format of Certificate of Determination

1. The certificate of determination that accompanies the written charges shall contain a certification by the Board of Education Secretary or the State District Superintendent:
 - a. The Board of Education or the State District Superintendent has determined the charges and the evidence in support of the charges are sufficient, if true in fact, to warrant dismissal or a reduction in salary;
 - b. Of the date, place, and time of the meeting at which such determination was made and whether the employee was suspended and, if so, whether such suspension was with or without pay; and
 - c. The determination was made by a majority vote of the whole number of members of the Board of Education or by the State District Superintendent in accordance with N.J.S.A. 18A:7A-39.
2. The provisions of N.J.A.C. 6A:3-5.2 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

D. Filing and Service of Answer to Written Charges -- N.J.A.C. 6A:3-5.3

1. Except as specified in N.J.A.C. 6A:3-5.1(c)5, an individual against whom tenure charges are certified shall have fifteen days from the date such charges are filed with the Commissioner to file a written response to the charges. Except as to the time for filing, the answer shall conform to the requirements of N.J.A.C. 6A:3-1.5(a) through (d).

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Certification of Tenure Charges

- a. Consistent with N.J.A.C. 6A:3-1.5(g), nothing in N.J.A.C. 6A:3-5.3 precludes the filing of a motion to dismiss in lieu of an answer to the charges, provided the motion is filed within the time allotted for the filing of an answer. Briefing on the motions shall be in the manner and within the time fixed by the Commissioner, or by the arbitrator if the motion is to be briefed following transmittal to an arbitrator.
2. Upon written application by the person against whom charges are filed, the Commissioner may extend the time period for the filing of an answer upon a finding of good cause shown consistent with the provisions of N.J.S.A. 18A:6-16. Such application shall be received prior to the expiration of the fifteen-day answer period, or the ten-day answer period specified in N.J.A.C. 6A:3-5.1(c), and a copy shall be served upon the charging Board of Education or the State District Superintendent. The Board of Education or State District Superintendent shall promptly notify the Commissioner of any opposition to the request.
 - a. A request for extension that is received after the fifteen-day period allotted for an answer to tenure charges, or after the ten-day period allotted in N.J.A.C. 6A:3-5.1(c) will be considered only in the event of demonstrated emergency or other unforeseeable circumstance such that the request could not have been made within the requisite filing period.
3. If no answer is filed within the requisite time period and no request for extension is made, or if the request is denied by the Commissioner, or the charged employee submits an answer or other responsive filing indicating the employee does not contest the charges, the charges shall be deemed admitted by the charged employee.
4. The provisions of N.J.A.C. 6A:3-5.3 shall not apply to employees of Charter Schools, who are governed by the provisions of N.J.A.C. 6A:11-6.

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Certification of Tenure Charges

E. Determination of Sufficiency and Transmittal for Hearing – N.J.A.C. 6A:3-5.5

1. Except as specified in N.J.A.C. 6A:3-5.1(c), within ten days of receipt of the charged party's answer or expiration of the time for its filing, the Commissioner shall determine whether such charge(s) are sufficient, if true, to warrant dismissal or reduction in salary. If the charges are determined insufficient, they shall be dismissed and the parties shall be notified accordingly. If the charges are determined sufficient, the matter shall be transmitted immediately to an arbitrator for further proceedings, unless the Commissioner retains the matter pursuant to N.J.A.C. 6A:3-1.12.
 - a. A notice of transmittal shall be issued to the parties by the Department of Education on the same date as the matter is transmitted to an arbitrator.
2. Where a party to a tenure matter requests, the Commissioner may agree to hold the matter in abeyance at any time prior to transmittal to an arbitrator. Thereafter, requests to hold the matter in abeyance shall be directed to the arbitrator. Any request for abeyance, whether directed to the Commissioner or the arbitrator, shall be consistent with the intent of N.J.S.A. 18A:6-16 as amended by P.L. 1998, c.42.

F. Withdrawal, Settlement, or Mooting of Tenure Charges – N.J.A.C. 6A:3-5.6

1. Once tenure charges are certified to the Commissioner, they may be withdrawn or settled only with approval. Any proposed withdrawal or settlement, whether submitted to the Commissioner or to the arbitrator, shall address the following standards established by the State Board of Education in the matter entitled *In re Cardonick*, State Board decision of April 6, 1983 (1990 *School Law Decisions (S.L.D.)* 842, 846):

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- a. Accompaniment by documentation as to the nature of the charges;
 - b. Explication of the circumstances justifying settlement or withdrawal;
 - c. Consent of both the charged and charging parties;
 - d. Indication the charged party entered into the agreement with a full understanding of his or her rights;
 - e. A showing the agreement is in the public interest; and
 - f. If the charged party is a teaching staff member, a showing the teaching staff member has been advised of the Commissioner's duty to refer tenure determinations resulting in loss of position to the State Board of Examiners for possible suspension or revocation of certificate.
2. A settlement agreement shall not propose terms that would restrict access to information or records deemed public by law or result in misrepresentation of the reason for an employee's separation from service. If tenure charges have been certified to the Commissioner by a Board of Education, any proposed settlement shall indicate, by signature of the Board Attorney or inclusion of a Board of Education resolution authorizing settlement, that the Board of Education has consented to the terms of the settlement.
 3. A proposed withdrawal or settlement of tenure charges shall be submitted to the Commissioner prior to transmittal of such charges to the arbitrator; thereafter, it shall be submitted to the arbitrator.
 4. If tenure proceedings against a teaching staff member are concluded prior to adjudication because the charged party has unilaterally resigned or retired, the Commissioner may refer the matter to the State Board of Examiners for action against the charged party's certificate as it deems appropriate, when such referral is warranted under the provisions governing resignation or retirement prior to conclusion of tenure charges as set forth in N.J.A.C. 6A:9-17.4 6A:9B-4.3.

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5. If a proposed settlement requires the tenured employee to relinquish a certificate issued by the State Board of Examiners, upon approval of the settlement agreement, the Commissioner shall forward the matter to the State Board of Examiners for proceedings in accordance with N.J.A.C. ~~6A:9-17.11~~ **6A:9B-4.10**.

Issued:

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TEACHING STAFF MEMBERS
3159/page 1 of 2
Teaching Staff Member/School District
Reporting Responsibilities
Jun 16

[See POLICY ALERT Nos. 186 and 209]

3159 TEACHING STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All certificate holders shall report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the **arrest or indictment** in accordance with the provisions of N.J.A.C. 6A:9-17.4 6A:9B-4.3. For purposes of this policy, "certificate holders" shall include all individuals who hold certificates, credentials, certificates of eligibility (CEs), and certificates of eligibility with advance standing (CEASs) issued by the State Board of Examiners. For purposes of this Policy, the term "certificate" shall include all standard, emergency and provisional certificates, all credentials, and all CEAs and CEASs issued by the State Board of Examiners.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the certificate holder. Such certificate holders shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for revocation or suspension of certification pursuant to N.J.A.C. 6A:9-17.5 6A:9B-4.4. The school district shall make these reporting requirements known to all new employees upon initial employment and to all employees on an annual basis.

The Superintendent of Schools shall notify the New Jersey State Board of Examiners when:

1. Tenured teaching staff members who are accused of criminal offenses or unbecoming conduct resign or retire from their positions;
2. Nontenured teaching staff members, including substitute teachers, who are accused of criminal offenses or unbecoming conduct resign, retire, or are removed from their positions;
3. A certificate holder fails to maintain any license, certificate, or authorization **that is mandated** pursuant to N.J.A.C. 6A:9-4.1(b) 6A:9B ~~that is mandated in order~~ for the holder to serve in a position;

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Teaching Staff Member/School District
Reporting Responsibilities

4. The Superintendent of Schools becomes aware that a certificate holder has been convicted of a crime or criminal offense while in the district's employ; or
5. The Superintendent has received a report from the ~~Division of Youth and Family Services (DYFS)~~ **Department of Children and Families** substantiating allegations of abuse or neglect, or establishing "concerns" regarding a certificated teaching staff member.

In the event the New Jersey State Board of Examiners issues an order to show cause based on the information that the school district provided about the certificate holder, it shall be the responsibility of the school district to cooperate with the Board of Examiners in any proceeding arising from the order to show cause.

The Superintendent of Schools shall also notify the New Jersey State Board of Examiners, in accordance with the provisions of N.J.S.A. 18A:16-1.3, whenever a nontenured, certificated employee is dismissed prior to the end of the school year for just cause as a result of misconduct in office. This notification requirement shall not apply in instances where the employee's contract is not renewed. The Superintendent of Schools will comply with the additional notice requirements to the New Jersey State Board of Examiners in the event it is subsequently determined by a disciplinary grievance arbitration, a court, or an administrative tribunal of competent jurisdiction that the basis for the dismissal did not constitute misconduct in office. In addition, whenever the Superintendent of Schools notifies the New Jersey State Board of Examiners of an employee's dismissal for reasons of misconduct in accordance with the provisions of N.J.S.A. 18A:16-1.3, the employee shall receive a simultaneous copy of the notifying correspondence.

N.J.S.A. 18A:16-1.3

N.J.A.C. ~~6A:9-17.1~~ **6A:9B-4.3; 6A:9B-4.4** ~~6A:9-17.4~~

Adopted:



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Policy-22

TEACHING STAFF MEMBERS
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Outside Employment as Athletic Coach
Jun 16

[See POLICY ALERT Nos. 171, 172 and 209]

3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

[Optional

~~{A staff member who wishes to accept employment as an athletic coach in another school district must request and receive permission to do so from the Superintendent of this district if the staff member may need to request any special accommodation(s) from this school district to fulfill their coaching responsibilities in another school district. A special accommodation may be considered for a requested duty assignment(s), a temporary work schedule adjustment and/or other considerations. A special accommodation will not be considered if it would violate any provisions of any collective bargaining agreement within the district. The staff member's request to the Superintendent must be in writing and must indicate with specificity the accommodation(s) that may be required. The Superintendent, in consultation with the staff member's Building Principal and/or immediate supervisor, will evaluate each request on a case-by-case basis.}~~

N.J.A.C. ~~6A:9-5.19~~ 6A:9B-5.16

Adopted:

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TEACHING STAFF MEMBERS
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Professional Development for Teachers
and School Leaders
Jun 16
M

[See POLICY ALERT Nos. 145, 187, 202 and 209]

3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

The Board of Education encourages all teaching staff members to pursue a program of continuing professional development by course work or matriculation in institutions of higher learning, participation in workshops and conferences, membership in professional organizations, and/or independent scholarship.

Teaching staff members may be permitted to: visit other schools and classrooms; attend local, regional, or national conferences; participate in committees, workshops, and panels, both within and outside the district. Requests for participation in such professional development activities must be submitted in writing to the Superintendent or designee for approval. In addition, the Board of Education must approve all travel expenditures in accordance with N.J.S.A. 18A:11-12 and the State of New Jersey Department of the Treasury, Office of Management and Budget Circulars 08-19-OMB and 06-14-OMB (OMB Circulars) and any superseding circulars and any additional requirements set forth in N.J.A.C. 6A:23A-7 et seq.

A teaching staff member who has been granted time off and/or approved to be reimbursed for a professional development activity shall submit to the Superintendent or designee, with a copy to the School Business Administrator/Board Secretary, within ten working days, a brief written report that includes the primary purpose of the travel, the key issues addressed at the event, and their relevance to improving instruction or the operations of the school district.

All active teachers, defined as staff whose positions require possession of the instructional or educational services certificates in accordance with N.J.A.C. 6A:9-8, 10, 11, and 13 **6A:9C-8 through 11 and 13** and all active school leaders serving on a permanent or interim basis whose positions require possession of the Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. ~~6A:9-12~~ **6A:9B-12** shall comply with the professional development requirements as outlined in N.J.A.C. ~~6A:9-15.1~~ **6A:9C-4.1** et seq.

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Professional Development for Teachers
and School Leaders

To meet the professional development requirement, each teacher shall be guided by an individual Professional Development Plan (PDP), which shall include at least twenty hours per year of qualifying activities as outlined in N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**. The PDP shall be developed by each teacher's supervisor in consultation with the teacher and shall align with the Professional Standards for Teachers in N.J.A.C. ~~6A:9-3~~ **6A:9-3.3** and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**. The PDP shall be effective for one year, **updated annually**, and shall include, at least the minimum requirements outlined in N.J.A.C. ~~6A:9-15.4(e)~~ **6A:9C-4.4(c)**.

~~District-level and~~ School-level professional development planning and implementation shall be in accordance with the requirements of N.J.A.C. ~~6A:9-15.5~~ **6A:9C-4.2**. ~~District level professional development planning and implementation shall be in accordance with N.J.A.C. 6A:9-15.6.~~

Implementation of the professional development requirement for school leaders shall be in accordance with N.J.A.C. ~~6A:9-15.7 and 15.8~~ **6A:9C-4.3**.

The Board of Education shall comply with the monitoring and assistance requirements as outlined in N.J.A.C. ~~6A:9-15.9~~ **6A:9C-4.4**.

The Board shall monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. ~~6A:9-15~~ **6A:9C-4.1** et seq. and shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements.

N.J.S.A. 18A:31-2; 18A:6-111

N.J.A.C. 6A:9-3.3; 6A:13-2.1; **6A:9B-12**; ~~6A:9-15.1 et seq.~~

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

Adopted:



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Professional Development for Teachers and

School Leaders

Jun 16

[See POLICY ALERT Nos. 145, 187, 202 and 209]

R 3240 PROFESSIONAL DEVELOPMENT FOR TEACHERS AND SCHOOL LEADERS

A. Definitions (N.J.A.C. 6A:9C-2.1)

1. The definitions set forth in N.J.A.C. 6A:9-2.1 shall apply to the words and terms used in N.J.A.C. 6A:9C-3 et seq. and 6A:9C-4 et seq. and Policy and Regulation 3240.

BA. Components of Professional Development – ~~Definition~~ (N.J.A.C. 6A:9-15.2 6A:9C-3.2)

1. Professional development shall align with the Professional Standards for Teachers and the Professional Standards for School Leaders in N.J.A.C. 6A:9-3, the standards for be ~~emprised~~ of professional learning in N.J.A.C. 6A:9C-3.3, ~~opportunities aligned with~~ student learning and educator development needs, and school, school district, and/or State improvement goals.
2. ~~Professional development shall have as its primary focus the improvement of teachers' and school leaders' effectiveness in assisting all students to meet the Core Curriculum Content Standards (CCCS).~~
23. Professional development shall encompass a broad range of professional learning that contributes to improved practice, including, but not limited to, ~~include~~ participation in the work of established collaborative teams of teachers, school leaders, and other administrative, instructional, and educational services staff members who commit to working together to accomplish common goals and who are engaged in a continuous cycle of professional improvement focused on:
 - a. Evaluating student learning needs through ongoing reviews of data on student performance; and
 - b. Defining a clear set of educator learning goals based on the rigorous analysis of these data on student performance.

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34. Professional learning shall incorporate coherent, sustained, and evidenced-based strategies that improve educator effectiveness and student achievement, **such as including** job-embedded coaching or other forms of assistance to support educators' transfer of new knowledge and skills to their work.
45. Professional ~~learning development~~ may be supported by external expert assistance or additional activities that:
 - a. Address defined student and educator learning goals;
 - b. Advance primarily ongoing school-based professional **learning development**; and
 - c. Include, but are not limited to, courses, workshops, institutes, networks, and conferences provided by for-profit and nonprofit entities outside the school such as universities, educational service agencies, technical assistance providers, networks of content specialists, and other education organizations and associations.
- ~~6. Professional development shall align with the professional standards for teachers and school leaders in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. 6A:9-15.3.~~

CB. Standards for Professional Learning (N.J.A.C. ~~6A:9-15.3~~ 6A:9C-3.3)

1. Professional learning that increases educator effectiveness and improves results for all students shall be guided by the following standards:
 - a. Learning communities: Occurs within learning communities committed to continuous improvement, collective responsibility, and goal alignment;
 - b. Leadership: Requires skillful leaders who develop capacity, advocate, and create support systems for professional learning;

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- c. Resources: Requires prioritizing, monitoring, and coordinating resources for educator learning;
- d. Data: Uses a variety of sources and types of student, educator, and system data to plan, assess, and evaluate professional learning;
- e. Learning designs: Integrates theories, research, and models of human learning to achieve its intended outcomes;
- f. Implementation: Applies research on change and sustains support for implementation of professional learning for long-term change; and
- g. Outcomes: Aligns its outcomes with educator performance and student curriculum standards.

~~2. The standards in 1.a. through g. above shall serve as indicators to guide the policies, activities, facilitation, implementation, management, and evaluation of professional development.~~

DC. Requirements for **and Implementation of Teachers' Individual Teacher Professional Development Plans Planning and Implementation** (N.J.A.C. ~~6A:9-15.4~~ **6A:9C-4.4**)

- 1. ~~To meet the professional development requirement,~~ Each teacher shall be guided by an individualized Professional Development Plan (PDP), **pursuant to N.J.S.A. 18A:6-128.a**, which shall include at least twenty hours per year of qualifying **experiences activities**. The twenty-hour annual requirement shall be **based on the length of full-time employment and reduced by a pro rata share reflecting part-time employment, or an absence, including** ~~reduced by a pro rata share reflecting the use of family or medical leave.~~
- 2. The content of each **individual** PDP shall be developed by each teacher's supervisor, in consultation with the teacher, and shall align with the Professional Standards for Teachers in N.J.A.C. 6A:9-3 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**.

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3. The **individual** PDP shall be effective for one year, **updated annually**, and **modified during the year**, as necessary, and shall specify, at **least a minimum**:
 - a. One area for development of professional practice derived from the results of observations and evidence accumulated through the teacher's annual performance evaluation; **and**
 - b. ~~As appropriate, an additional~~ **One** area for development of professional practice **derived from individual**, aligned to the teacher's role as a member of his or her collaborative professional learning team, **school, or school district improvement goals** in accordance with N.J.A.C. 6A:9-15.2;
 - c. ~~As appropriate, an additional area for development of professional practice aligned with school and/or district improvement goals as set forth in N.J.A.C. 6A:9-15.5~~ **6A:9C 4.2** and 15.6; and
 - d. ~~Any requirements for professional development stipulated elsewhere in statute or regulation.~~
4. The ~~Progress of~~ **on the individual PDP** shall be discussed at the **annual summary conference**, pursuant to N.J.A.C. 6A:10-2.4, **but may occur more frequently throughout the year** each teacher in meeting the goals of the PDP must be determined annually and aligned to the district or applicable nonpublic school process for teacher evaluation.
5. **Evidence of pProgress toward meeting the requirements of the teacher's on the individual PDP may be provided by the teacher and/or his or her supervisor, and shall be reviewed as part of each annual summary conference** ~~must be discussed during a minimum of one annual conference between the teacher and his or her supervisor.~~
6. ~~Each teacher shall provide evidence of progress toward meeting the requirements of his or her individual PDP, and this evidence must be reviewed as part of each conference.~~

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~~7. The PDP shall be revised at a minimum annually, but may be adjusted as necessary to support the teacher's progress.~~

68. All teachers governed by the professional development requirements shall have an individual PDP within thirty instructional days of the beginning of their respective teaching assignments.

~~9. The Board of Education shall ensure all teachers receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective PDPs.~~

710. A teacher's individual PDP goals may necessitate more than the recommended minimum requirements outlined in N.J.A.C. 6A:9-15 6A:9C-4 et seq.

811. Additional hours of qualifying experiences activities may be required for teachers in low-performing schools, as determined by the Commissioner of Education.

9. **The teacher's designated supervisor shall:**

a. **Use the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and shall take appropriate steps to assure such progress. If a teacher's progress is found to be inadequate, the teacher's designated supervisor shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means; and**

b. **Maintain accurate records of each teacher's progress in meeting the individual professional development requirements, pursuant to N.J.A.C. 6A:9C-4.3 and N.J.A.C. 6A:9C-4.4. Such records shall include a copy of each teacher's current PDP and timeline, as well as any documentation and evidence showing the teacher's progress toward meeting the plan's requirements.**

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10. If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district shall share with the new employing school district the teacher's individual PDP and all supporting documentation. If the current individual PDP is found to be unsuitable to the teacher's new assignment, the new employing school district shall ensure a revised individual PDP and timeline is created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.

~~ED. Requirements for School-Level Plans for Professional Development Planning and Implementation (N.J.A.C. 6A:9-15.5 6A:9C-4.2)~~

1. The Principal shall oversee the development and implementation of a plan for school-level professional development and shall ensure:
 - a2. The school-level professional development plan shall include a description of school-level and team-based professional learning aligned with identified school goals, and includes teacher and student learning needs; and
 - b. All teachers receive the necessary opportunities, support, and resources to complete individual professional development requirements pursuant to N.J.A.C. 6A:9C-4.4(a).
23. The school-level plan shall become part of the school district plan for district's professional development plan overseen and reviewed by the Superintendent of Schools Board of Education pursuant to N.J.A.C. 6A:9-15.6.
4. ~~The school level professional development plan shall go into effect for the 2013-2014 school year.~~
5. ~~The Principal shall ensure all teachers receive the necessary opportunities, support, and resources to complete professional development requirements in accordance with N.J.A.C. 6A:9-15.4(a).~~

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FE. Requirements for District-Level **Plans for Professional Development Planning and Implementation** (N.J.A.C. ~~6A:9-15.6~~ **6A:9C-4.2**)

1. **The school district plan shall provide information on school-level and district-wide professional development learning opportunities, the resources being allocated toward their support, a justification for the expenditures, and include any professional development required by statute or regulation.**
- ~~21.~~ The Superintendent of Schools or designee shall oversee the development and implementation of **the school district plans to address the school district's professional development needs and shall review on an annual basis the school district plan to assess its effectiveness and revise it, as necessary, to meet the school district's learning goals for students, teachers, and school leaders.** ~~School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.~~
32. **When overseeing and reviewing the school district plan, the Superintendent or designee** ~~The Superintendent~~ shall:
 - a. Review school-level professional development plans;
 - b. Assess the learning needs of students, teachers, and school leaders based on educator evaluation data, school-level plans, and data from school- and district-level performances;
 - c. Plan, support, and implement professional development **learning** activities that address the CCCS, and that align with the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3** and the Professional Standards for Teachers and School Leaders in N.J.A.C. ~~6A:9-3~~ **6A:9-3**; ~~and~~
 - d. Develop and update, as necessary, the district mentoring plan for **non-tenured teachers including novice professional teachers who hold a CE or CEAS, new teachers** in accordance with N.J.A.C. ~~6A:9-8.4~~ **6A:9C-5.3**;



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- e. **Present the plan to the Board of Education to review for fiscal impact; and**
 - f. **Certify annually to the Department of Education, through a statement of assurance, that the school district is meeting the requirements for the school district plan as set forth in N.J.A.C. 6A:9C-4.2 and that it includes requirements of the district mentoring plan pursuant to N.J.A.C. 6A:9C-5.3.**
4. **School districts sending to the same middle and/or high school may form a regional consortium to develop one district-wide plan based on the sending schools' plans.**
 - ~~3. The Superintendent shall review on an annual basis the school district plan to assess its effectiveness and revise it as necessary to meet the school district's learning goals for students, teachers, and school leaders.~~
 - ~~4. The school district plan shall provide information on school level and district wide professional development opportunities, the resources being allocated toward their support, and a justification for the expenditures.~~
 - ~~5. The school district plan shall include any professional development required by statute or regulation.~~
 - ~~6. The Superintendent shall be responsible for the content and implementation of the district professional development plan. The Superintendent shall present the plan to the Board of Education to review for fiscal impact.~~
- GF. Requirements for and Implementation of School Leaders' the Professional Development Plans Requirement for School Leaders (N.J.A.C. 6A:9-15.7 6A:9C-4.3)**
- ~~1. The Board of Education shall oversee and review for the Superintendent professional development that links to individual, school, and district professional development goals and to the school district's professional development plan.~~

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- ~~2. The Superintendent shall oversee and review for each Principal and Supervisor professional development that links to individual, school, and district professional development goals and the school district's professional development plan.~~
13. **Each school leader** ~~The Superintendent, Principals, and Supervisors~~ shall **create, implement, and complete an fulfill the** professional development requirement through the creation, implementation, and completion of a **individual** professional development plan **PDP** that:
- a. Aligns with the Professional Standards for School Leaders set forth in N.J.A.C. 6A:9-3.4 and the Standards for Professional Learning in N.J.A.C. ~~6A:9-15.3~~ **6A:9C-3.3**;
 - b. Derives from the results of observations, evidence, and recommendations included in the annual performance evaluation of the **school leader** ~~Superintendent, Principals, or Supervisors~~;
 - c. Identifies professional **learning** goals that address specific individual, school, or school district goals; and
 - d. Grounds professional **learning** development activities in objectives related to improving teaching, learning, and student achievement, and **aligns to the** in support of the school and/or school district **plan for** professional development ~~plan~~; and
 - e. **Includes training on:** school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2 and other statutory requirements related to student safety, bullying and harassment, and well-being.
2. **The Superintendent of Schools shall develop an individual PDP for review by the Board of Education. In developing the individual PDP, the following process shall be followed:**



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- a. **The Board shall review the Superintendent's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure the individual PDP aligns to school district goals and to the school district's plan for professional development.**
 - b. **The Superintendent shall submit annually to the Board evidence of progress toward completion of the individual PDP. The Superintendent also shall submit every three to five years, depending on the length of his or her contract with the Board, summative evidence of plan completion.**
 - c. **The Superintendent may appeal to the Executive County Superintendent if he or she disagrees with the Board regarding PDP contents or progress toward completion. The Executive County Superintendent shall have final decision-making authority on all such matters.**
3. **Leaders whose positions require a Principal or supervisor endorsement, or whose positions require a Chief School Administrator endorsement but who do not serve as a Chief School Administrator or Superintendent of a school district, shall develop in collaboration with the Superintendent or designee an individual PDP and shall provide evidence of progress toward fulfillment of his or her plan. Each Superintendent or designee shall:**
- a. **Review each Principal's, supervisor's, or other school leader's individual PDP, including the individual training needs pursuant to N.J.A.C. 6A:9C-4.3(a)5, and shall ensure it aligns to school and school district goals and the school district's plan for professional development;**
 - b. **Meet with the Principal, supervisor, or other school leader at mid-year to assess progress toward his or her PDP's completion or modification; and**

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- b. ~~Documentation of professional growth activities such as school-based learning activities, training, university coursework, action research, and study groups. Study groups may include school, district, county and/or State associations and organizations, school and district collaborative teams, and virtual learning communities.~~
5. ~~Leaders whose positions require a Principal or Supervisor endorsement shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
6. ~~Leaders whose positions require a Chief School Administrator's endorsement, but who do not serve as a Chief School Administrator of the school district, shall have an annual plan developed in collaboration with the Superintendent or designee holding a Chief School Administrator endorsement.~~
7. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall meet with Principals, Supervisors, or other school administrators at mid year to assess progress toward completion or modification of the plan.~~
8. ~~The Superintendent or designee holding a Chief School Administrator endorsement shall review the status of the professional development plan as part of the Principals', Supervisors', or other district administrators' annual performance evaluation.~~
9. ~~The Superintendent shall develop a professional development plan for review by the Board of Education.~~
10. ~~The Superintendent shall provide to the Board of Education annual evidence of progress toward completion of the professional development plan and summative evidence of plan completion every three to five years, depending on the Superintendent's contract with the Board of Education.~~



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- ~~11. In cases where there is disagreement between the Superintendent and the Board of Education regarding plan contents or progress toward completion, the Superintendent may appeal to the Executive County Superintendent, who will have final decision-making authority on all such matters.~~
- ~~G. Requirements for School Leader Professional Development in Ethics, Law, and Governance (N.J.A.C. 6A:9-15.8)~~
- ~~1. All professional development plans for active school leaders serving on a permanent or interim basis whose positions require possession of a Chief School Administrator, Principal, or Supervisor endorsement in accordance with N.J.A.C. 6A:9-12.3 shall ensure the completion of appropriate training on: school law, ethics, and governance pursuant to N.J.S.A. 18A:26-8.2; and other statutory requirements related to student safety and well-being. To meet this ongoing requirement, the specific training needs of each school leader will be reviewed annually as part of the professional development planning process.~~
- ~~H. Monitoring and Assistance (N.J.A.C. 6A:9-15.9 6A:9C-4.1)~~
- ~~1. The Board of Education shall ensure all teachers and school leaders receive the necessary opportunities, support, and resources to engage in ongoing professional learning and to complete the requirements of their respective professional development plans. monitor and enforce the professional development requirements for teachers and school leaders set forth in N.J.A.C. 6A:9-15 et seq.~~
- ~~2. The Board of Education shall actively assist and support the provision of opportunities and resources, and the efforts by teachers and school leaders to meet the professional development requirements of N.J.A.C. 6A:9-15.1 et seq.~~
- ~~3. To ensure that the professional development requirements set forth in N.J.A.C. 6A:9-15 et seq. reflect a policy of continuous improvement, constructive support, and timely intervention, the Department of Education shall establish accountability procedures pursuant to N.J.A.C. 6A:30.~~



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4. ~~It is the responsibility of supervisors and school district administrators through the teacher performance evaluation process and the professional development planning process to monitor each teacher's progress in meeting the professional development requirements and to take appropriate steps to assure such progress. In any instance where a teacher's progress is found to be inadequate, the school district administration shall take appropriate remedial action by applying sound and accepted principles of progressive supervision and other appropriate means.~~

5. ~~It is the responsibility of a school leader's immediate supervisor, or the Board of Education in the case of the Superintendent, to monitor each school leader's progress in meeting the professional development requirements. Monitoring shall be accomplished through the performance evaluation and professional development planning processes. In any instance where a school leader's progress is found to be inadequate, the school leader's immediate supervisor or Board of Education shall take appropriate remedial action.~~

6. ~~The school district administration shall be responsible for maintaining accurate records of each educator's progress in meeting the professional development requirements outlined in N.J.A.C. 6A:9-15 et seq. Such records shall include a copy of each educator's current professional development plan and timeline, as well as any documentation and evidence showing the educator's progress toward meeting the plan's requirements.~~

7. ~~If a teacher leaves the employ of one New Jersey school district and is hired by another, the previous employing school district must share with the new employing school district the teacher's PDP and all supporting documentation. If the current professional development plan is found to be unsuitable to the teacher's new assignment, the new employing school district must ensure a revised professional development plan and timeline are created within thirty days of hire by the employee's new supervisor in collaboration with the new teacher.~~



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8. ~~If a school leader leaves the employ of one New Jersey school district and is hired by another, the new employing school district or Board of Education shall ensure that a revised professional development plan appropriate to the new assignment is developed in collaboration with the school leader.~~

Issued:

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In Service Training

Jun 16

M

ABOLISHED

[See POLICY ALERT Nos. 172 and 209]

3244 IN-SERVICE TRAINING

~~The Board of Education believes that the continuing improvement of the professional skills of teaching staff members is essential to the provision of a thorough and efficient system of education. The Board accepts the responsibility for providing training for staff members in order to encourage and foster their professional growth and improve the instructional and support services of this district. Staff training shall include district wide and school wide programs as well as individual personal improvement programs.~~

~~The Superintendent shall plan and present to the Board a program of in service training that is consistent with the assessed needs and goals of the district. The in-service training program will be developed in consultation with appropriate teaching staff members and shall include the demonstrable results by which the effectiveness of the program will be evaluated.~~

~~The Superintendent shall report _____ (monthly, annually, periodically, other) to the Board on the conduct of the in service training program and the results of its evaluation.~~

~~N.J.A.C. 6A:9-15.1 et seq.~~

Adopted:

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In-Service Training

Jun 16

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ABOLISHED

[See POLICY ALERT Nos. 117 and 209]

~~R 3244 IN SERVICE TRAINING~~

~~In service programs shall be the responsibility of the _____.
He/She shall solicit from teachers and staff input on the need for in service
instruction and shall develop an appropriate program, establish a schedule and
notify the appropriate individuals and inform the Superintendent of Schools, who
shall apprise the Board of Education regarding the in service program for teachers
and staff.~~

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

Issued:



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Policy-25

SUPPORT STAFF MEMBERS
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Support Staff Member/School District
Reporting Responsibilities
Jun 16

[See POLICY ALERT Nos. 190 and 209]

4159 SUPPORT STAFF MEMBER/SCHOOL DISTRICT REPORTING RESPONSIBILITIES

All support staff members shall be required to report their arrest or indictment for any crime or offense to the Superintendent of Schools within fourteen calendar days of the arrest or indictment. For purposes of this policy, "support staff members" shall include all school district employees who hold a position in the school district for which no certificate issued by the New Jersey State Board of Examiners is required.

The report submitted to the Superintendent shall include the date of arrest or indictment and charge(s) lodged against the support staff member. Such support staff members shall also report to the Superintendent the disposition of any charges within seven calendar days of the disposition. Failure to comply with these reporting requirements may be deemed "just cause" for disciplinary action, which may include termination or non-renewal of employment in accordance with law.

Teaching staff members are required to report their arrest or indictment for any crime or offense in accordance with Policy 3159 and N.J.A.C. 6A:9-17.1 6A:9B-4.3.

The school district shall make these reporting requirements known to all new support staff members upon initial employment and to all employees on an annual basis.

Adopted:

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Health Services Personnel
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[See POLICY ALERT Nos. 178, 204 and 209]

5305 HEALTH SERVICES PERSONNEL

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

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

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

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Health Services Personnel

7. Establishment of standards of care for emergency situations and medically-related care involving students and school staff;
8. Assistance to the certified school nurse or non-certified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;
9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;
10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c);
11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and
12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan pursuant to N.J.A.C. 6A:16-2.1(b).

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

The certified school nurse shall possess a standard educational certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. ~~6A:9-13.3 or 13.4~~ **6A:9B-14.3 or 14.4**. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines.

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

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Health Services Personnel

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

1. Carrying out written orders of the medical home and standing orders of the school physician;
2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances pursuant to N.J.S.A. 18A:40-4 and 12;
3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4;
4. Recommending to the school Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;
5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;
6. Recommending to the school Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;
7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14;
8. Administering asthma medication through use of a nebulizer;
9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;
10. Providing classroom instruction in areas related to health pursuant to N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**;

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Health Services Personnel

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for the meeting pursuant to N.J.A.C. 6A:14-3.4(h);
12. Writing and updating, at least annually, the individualized health care plan and the individualized emergency healthcare plan for students' medical needs and instructing staff as appropriate;
13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794(a), for any student who requires them;
14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;
15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3; and
16. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health pursuant to N.J.A.C. ~~6A:9-13.4~~ **6A:9B-14.4**.

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

N.J.A.C. ~~6A:9-13.3~~ **6A:9B-14.3**; ~~6A:9-13.4~~ **6A:9B-14.4**; 6A:16-2.3

Adopted:

Shall act as an advisor to the District relating to all practices and Policies concerning mental health.

B.
Under School Psychologist

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POLICY-27

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Administration of Medication
Jun 16
M

[See POLICY ALERT Nos. 125, 133, 144, 145, 157, 173, 179, 206 and 209]

R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.
2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.
3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses or life-threatening allergic reaction.
4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life, i.e. adrenaline injection in anaphylaxis.
5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.
6. "Noncertified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the Department of Education.
7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9-6.5(i) 6A:9B-7.6.

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8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.
9. "Advanced practice nurse" means a person who holds current certification as nurse practitioner/clinical nurse specialist from the State Board of Nursing.
10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services **Certificate with a school nurse endorsement**, ~~school nurse~~, or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4 **6A:9B-14.3 and 14.4**.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-related events will be given only when it is necessary for the health and safety of the student.
2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy No. 8451.
3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.
4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;

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- d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement that the student would not be able to attend school if the medication is not administered during school hours.
5. The request for the administration of medication must be made to the Principal prior to any administration of medication or delivery of the medication to the school. The Principal may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.
- a. An approved request will be signed by the Principal and given to the school nurse and the student's parent.
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
- C. Administration of Epinephrine to Students
1. The parent may provide the Superintendent authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:
- a. The parent provides the Superintendent a written authorization for the administration of epinephrine with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis.



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- b. The school nurse has the primary responsibility for the administration of epinephrine. However, the school nurse shall designate, in consultation with the Board or Superintendent, additional employees of the district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student when the school nurse is not physically present at the scene. These volunteers shall be trained using standardized training protocols established by the New Jersey Department of Education in consultation with the Department of Health and Senior Services. The student's parent must consent in writing to the administration of epinephrine via a pre-filled auto-injector mechanism by the designee(s).
- c. The parent must be informed in writing by the Board or Superintendent that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism.
- d. The parent must sign a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student.
- e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.

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- f. The school nurse shall be responsible for the placement of the student's prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed.
- g. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction.
- h. The school nurse or trained designee shall arrange for the transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.
- i. In accordance with the provisions of N.J.S.A. 18A:40-12.5.f, the school nurse or a designated employee trained to administer epinephrine via a pre-filled auto-injector mechanism is permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined above when the school nurse or trained designee in good faith believes the student is having an anaphylactic reaction.
- j. Each school in the district will maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician, and that is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

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D. Permission for Self-Administration of Medication

Permission for self-administration of medication of a student with asthma, other potentially life-threatening illness, or a life-threatening allergic reaction may be granted under the following conditions:

1. Parent of the student must provide the Board written authorization for the self-administration of medication;
2. The parent of the student must also provide the Board with a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness or is subject to a life-threatening allergic reaction and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:
 - a. The student's name;
 - b. The name of the medication;
 - c. The purpose of its administration to the student for whom the medication is intended;
 - d. The proper timing and dosage of medication;
 - e. Any possible side effects of the medication;
 - f. The time when the medication will be discontinued;
 - g. A statement that the student is physically fit to attend school and is free of contagious disease; and
 - h. A statement the medication must be administered during the school day or the student would not be able to attend school.



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Administration of Medication

3. The parent of the student have signed a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;
4. The parent's written authorization and the physician's written certification shall be reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:
 - a. The request will be signed by the Principal and given to the school nurse and the student's parent;
 - b. The parent will be informed of the reason for a denied request; a denied request may be appealed to the Superintendent.
5. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and
6. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in 1. through 4. above.

E. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:
 - a. All medications must be delivered to the school by the parent.
 - b. All medications must be in the original container, with the prescription information affixed.

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- c. The school nurse shall be custodian of students' medication, which will be properly secured.
 - d. Any unused medication must be picked up by the student's parent.
 - e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.
2. Medications to be self-administered by a student:
- a. Time being of the essence in cases of asthma, other potentially life threatening illness, or a life-threatening allergic reaction, all medications to be self-administered by a student must be kept in the student's possession.
 - b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal and a record of the medication is on file in the office of the school nurse.
 - c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.
 - d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.



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e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, at all times, provided the student does not endanger himself or other persons through misuse.

F. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored event except as permitted by Board policy and this regulation.
2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6.
3. When practicable, self-administration of medication should be observed by the school nurse.
4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.
5. When a student attends a school-sponsored event at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the event.

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G. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy No. 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3).
2. Nothing in N.J.S.A. 18A:40-12.6 prohibits the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other trained designated employees pursuant to N.J.S.A. 18A:40-12.6 when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medicine, or when the epinephrine is administered pursuant to N.J.A.C. 18A:40-12.5.

H. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;
2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;
3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;
4. Any side effects that resulted from the administration of medication; and
5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.



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Administration of Medication

I. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.
2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.
3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.
4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted:



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POLICY GUIDE

Policy-28

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Screening for Dyslexia
Jun 16
M

[See POLICY ALERT Nos. 204, 206 and 209]

5339 SCREENING FOR DYSLEXIA

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

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

For the purposes of this Policy, "dyslexia" **means** is a specific learning disability that is ~~neurological~~ **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters,

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matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

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

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

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

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional

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development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. ~~6A:9 et seq~~ **6A:9C et seq**. Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4;
18A:6-131

Adopted:

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Policy-29

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Student Suicide Prevention
Jun 16

[See POLICY ALERT Nos. 81, 193 and 209]

5350 STUDENT SUICIDE PREVENTION

The Board of Education recognizes that depression and self destruction are problems of increasing severity among children and adolescents. A student under severe stress cannot benefit fully from the educational program and may pose a threat to himself or herself or others.

The Board directs all school personnel to be alert to the student who exhibits behavioral warning signs of potential self destruction or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness and reported immediately to the Building Principal, who shall notify the student's parent(s) or legal guardian(s) and other professional staff members in accordance with administrative regulations.

A potentially suicidal student shall be referred to the Child Study Team for appropriate evaluation and/or recommendation for independent medical or psychiatric services. In the event that the parent(s) or legal guardian(s) objects to the recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the Child Study Team may contact the **Department of Children and Families, Division of Child Protection and Permanency New Jersey Division of Youth and Family Services** to request that agency's intervention on the student's behalf.

[Optional

The Superintendent shall, in consultation with appropriate teaching staff members and mental health organizations, develop and implement a stress reduction program for students in grades 12 through 8 to address the problem of depression, help students toward alternative ways of resolving stressful situations, and encourage students to help one another.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. ~~6A:9-15.1 et seq.~~ **6A:9C-3 et seq.**, every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed

mental illness and self suspected self harming behaviors

or other ~~or other~~ specified mental health disorder

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Student Suicide Prevention

health care professional with experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

The Superintendent shall prepare and disseminate regulations for the guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.A.C. 6A:9-15.1 et seq. 6A:9C-3 et seq.

Adopted:



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Student Suicide
Jun 16

[See POLICY ALERT Nos. 96 and 209]

R 5350 STUDENT SUICIDE

The following regulations are established for guidance of staff members in recognizing the student who contemplates suicide, in responding to threatened or attempted suicide, and in preventing contagion when a student commits suicide. Because a prompt response may be essential to a student's life, the designation of a district position in these regulations includes the person who holds that position and, if the position holder is absent or unavailable, the person temporarily charged with the responsibilities of the position.

A. Recognition of Potential Suicide

All school personnel, both teaching staff members and support staff members, shall be alert to any sign that a student may be contemplating suicide. Such signs include, but are not necessarily limited to, a student's:

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order";
3. Obsession with death or afterlife;
4. Possession of a weapon or other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical ills;
10. Loss of weight, appetite, and/or sleep;

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Student Suicide

11. Substance abuse; and

12. Loss of economic resources.

13. *or any dramatic change*

B. Response to Potential Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by report from another, must be taken seriously and must be reported to the Principal immediately.
2. The Principal shall immediately inform the Child Study Team, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent(s) ~~or legal guardian(s)~~, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~ in accordance with Policy No. 8462.
4. If the threat of suicide is immediate and serious, the Principal may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:
 - a. Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,
 - b. The student's feelings of hopelessness and the length of time the student has had such feelings,
 - c. The student's thoughts of suicide and how persistent and strong those thoughts are, and
 - d. Whether the student has considered alternative courses of action to resolve his/her problems.



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Student Suicide

5. After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.
6. If it is determined that a ~~substantial~~ risk of suicide exists, the Suicide Intervention Team shall:
 - a. Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,
 - b. Refer the student to the Child Study Team for comprehensive evaluation,
 - c. Notify the student's parent(s) ~~or legal guardian(s)~~ immediately and strongly recommend consultation with a licensed mental health professional or agency,
 - d. Request the parent(s) ~~or legal guardian(s)~~ to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.
7. A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent(s) ~~or legal guardian(s)~~ has consulted a mental health professional or agency. Follow up reports will be made to the Principal.
8. If the student's parent(s) ~~or legal guardian(s)~~ does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the **Department of Children and Families, Division of Child Protection and Permanency** ~~Division of Youth and Family Services~~.

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Student Suicide

C. Response to Suicide Attempt

1. Any attempted suicide, whether or not on school premises or during the school day, must be reported immediately to the Principal.
2. The staff member who witnesses a suicide attempt on school premises or at a school sponsored event or in the course of school-related travel shall render first aid in accordance with Policy No. 8441 and summon medical assistance as appropriate.
3. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

4. *Follow up for staff.*

D. Prevention of Suicide Contagion

1. All district Principals will be promptly informed when a student of this district ~~commits suicide~~ *completes*.
2. Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.
3. The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise. *In addition, an assessment will be completed based on the need district wide.*
4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.

5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.

6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.

7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.

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Student Suicide

8. Teaching staff members, under the direction of the Principal, shall attempt to prevent social contagion by:
 - a. Preventing glorification or romanticization of the suicide,
 - b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems,
 - c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teaching staff member, and
 - d. Discussing ways of handling depression and anxiety without resort to ~~self-destruction~~. *self harming behavior*
9. *f. Support services to staff.* Students who were close to the victim, and their parent(s) or legal guardian(s), shall be offered special counseling services and notified of available community mental health services.

Issued:



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Equal Educational Opportunity

Jun 16

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[See POLICY ALERT Nos. 95, 116, 136, 168 and 209]

5750 EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education directs that all students enrolled in the schools of this district shall be afforded equal educational opportunities in strict accordance with law. No student shall be denied access to or benefit from any educational program or activity or from a co-curricular or athletic activity on the basis of the student's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability. The Board shall assure that all students are free from harassment, sexual or otherwise.

The Board directs the Superintendent to allocate faculty, administrators, support staff members, curriculum materials, and instructional equipment supplies among and between the schools and classes of this district in a manner that ensures equivalency of educational opportunity throughout this district. The school district's curricula in the following areas will eliminate discrimination, promote mutual acceptance and respect among students, and enable students to interact effectively with others, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability:

1. School climate/learning environment;
2. Courses of study, including Physical Education;
3. Instructional materials and strategies;
4. Library materials;
5. Software and audio-visual materials;
6. Guidance and counseling;
7. Extra-curricular programs and activities;
8. Testing and other assessments.

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Equal Educational Opportunity

The school district's curricula will include Multi-cultural Education content and practices, instruction on African-American History in the teaching of U.S. History and instruction on the Holocaust and other acts of Genocide.

Affirmative action shall be taken to ensure that students are protected from the effects of discrimination, in accordance with Policy No. 2260. Students who experience less than equal educational opportunities or experience discrimination shall use the procedure established by Regulation No. 5750 to report and appeal any harassment or discriminatory practice.

The conduct of teaching staff members shall exemplify the highest principles of equality and democracy. Conduct and attitudes that display discrimination are contrary to the policies of this Board and, further, are destructive to the self esteem that this Board wishes to encourage in all students. A teaching staff member's act of derision or enmity, in any form, against a person or persons on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability shall be considered to be conduct unbecoming to a professional staff member of this district and shall be subject to appropriate discipline.

The Superintendent shall develop and promulgate a procedure by which a student or parent may appeal Board policy, district practice, or the act or omission of any district employee that allegedly violates this policy.

42 U.S.C.A. 12101

N.J.S.A. 10:5-1

N.J.S.A. 18A:4A-1, et seq.

N.J.S.A. 18A:6-5 et seq.; 18A:36-20

N.J.A.C. 6A:7-1.1 et seq.; 6A:14-1.2

Adopted:



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Equity in Educational Programs and Services

Jun 16

M

[See POLICY ALERT Nos. 136 and 209]

5755 EQUITY IN EDUCATIONAL PROGRAMS AND SERVICES

Equity In Student Access

It is the policy of the Board of Education to ensure equal and bias-free access to all school facilities, courses, programs, activities, and services, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The school district administration will ensure: that all students will have equal and barrier-free access to all school and classroom facilities, that minority and female students are not under-represented in gifted and talented or accelerated/advanced courses and that minority and male students are not over-represented in detentions, suspensions, expulsions, dropouts, or special needs classifications. Support services will be available to all students and that all limited English-proficient students and students with disabilities will have equal and bias-free access to all school programs and activities. The school district will ensure equal and bias-free access for all students to computers, computer classes, vocational education classes, and technologically-advanced instructional assistance, regardless of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

The Board of Education will refrain from locating new facilities in areas that will contribute to imbalanced, isolated, or racially identifiable school enrollments. The school district administration will assign students to ensure that the racial/national origin composition of each school's enrollment reflects the composition of the districtwide enrollment and so that school and classroom enrollments are not identifiable on the basis of race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation ~~or sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability.

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Equity in Educational Programs and Services

Students will not be separated or isolated by race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or ~~sex~~, **gender, gender identity or expression**, ~~social or economic~~ **socioeconomic** status, or disability within schools, courses, classes, programs, or extracurricular activities. Bias-free multiple measures for determining the special needs of language-minority students and students with disabilities will be utilized. Pregnant students will be permitted to remain in the regular school program and activities and if not permitted to attend school by her doctor, the student will be provided equivalent instruction.

Equity in Guidance Programs and **Support** Services

The school district will ensure the guidance program **and support services** provides access to adequate and appropriate counseling services for **all students, including, but not limited to**, minority students, limited English-proficient students, non-college bound students, and students with disabilities. A full range of possible career, professional, and/or vocational choices will be presented to all students.

Equity in Physical Education Training

All school district physical education programs will be co-educational, ~~with the exception of wrestling practice and a minimum of 75% of the electives are chosen by at least 30% of enrolled male and female students, when the physical education programs are elective~~ **with any exceptions to be in accordance with Federal and State laws and regulations.**

Equity in Athletic Programs

The school district's athletic program will provide equitable opportunities for female and male students to participate in athletics and equitable support for cheerleading programs and comparable facilities for male and female teams. The athletic program will have relatively equal numbers of varsity and sub-varsity teams for male and female teams and equitable scheduling of night games, practice times, and numbers of games for male and female teams.

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Equity in Educational Programs and Services

Appeal Procedure

Any student or their parent(s) or legal guardian(s) may appeal school practices involving equity through the procedure established in Regulation No. 5750.

N.J.A.C. 6:4-1 et seq.

Title IX of the Education Amendments of 1972

~~Athletic Guidelines 1986~~

N.J.A.C. 6A:7-1.1 et seq.

Adopted:



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Unmanned Aircraft Systems (UAS also known as Drones)

Jun 16

[See POLICY ALERT No. 209]

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times.

[Option – Select Option Below if the Board Permits the Use of UAS on School Grounds

___ However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

Select One or Both Options

___ The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an

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Unmanned Aircraft Systems (UAS also known as Drones)

unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

X

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.]

[Option

The Board of Education may post signage on school grounds indicating the operation of an unmanned aircraft system or flying an unmanned aircraft over school grounds without Board of Education approval is prohibited at all times.]

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted:

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Care of Injured and Ill Persons

Jun 16

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[See POLICY ALERT Nos. 93, 172 and 209]

8441 CARE OF INJURED AND ILL PERSONS

The Board of Education ~~directs the Superintendent to~~ **will provide for the prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school grounds premises or during a** at school sponsored events, **activity, or field trip.**

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee, who will determine whether an emergency exists.** Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent danger and/or to prevent exacerbation of the~~ **injury or illness disability.** ~~Basic Routine~~ first aid ~~will~~ **may** be administered by district personnel ~~as necessary~~ to ensure the safety and comfort of the injured or ill person **until the school nurse or other medical professional arrives on the scene.**

The parent(s) ~~or legal guardian(s)~~ of an injured or ill student and, if necessary, the family of an injured or ill staff member or ~~adult~~ visitor will be notified promptly ~~and tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person.** If the school nurse or school ~~physician~~ **medical inspector** or, in the absence of both, the Principal **or designee,** determines that the injured or ill person should ~~receive~~ **be removed from school for rest and/or treatment at home or for a medical examination from consultation with a** ~~their~~ **medical professional** ~~private physician,~~ the parent(s) ~~or legal guardian(s),~~ or family member ~~will~~ **shall be required to remove the injured or ill person from the school or school event or activity requested to provide transportation.** In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.

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Care of Injured and Ill Persons

Optional

~~[A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.]~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~

~~The school nurse(s) Superintendent shall, in consultation with the school physician, medical inspector and school nurse, will develop prepare standing orders basic emergency first aid procedures for the emergency treatment of an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.~~

Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.

N.J.S.A. 18A:40-3

N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3 6A:16-2.1(a)4

Adopted:



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[See POLICY ALERT Nos. 117 and 209]

R 8441 CARE OF INJURED AND ILL PERSONS

A. **Injuries and/or Illness Requiring Immediate Attention**

These regulations apply when a ~~person~~ student, staff member, or visitor, **or other person** on school grounds premises or **during** ~~in the course of a~~ school-sponsored event, activity, or field trip is injured or becomes suddenly ill. ~~A The school staff member or other responsible adult present who takes charge should act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is ~~clearly~~ evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person** ~~victim~~ shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person** ~~victim~~ shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person** ~~victim~~ **shall will** not be moved, except as may be ~~absolutely~~ necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~

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6. The **injured or ill person** ~~victim~~ should be made as comfortable as possible, without moving him/her, ~~by loosening binding clothing and providing warm coverings.~~
7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical health** professional.
8. The **injured or ill person** ~~victim shall~~ **should be informed when emergency medical assistance has been contacted** ~~calmed with assurances that he/she is receiving or is about to receive aid.~~

B. Emergency First Aid Procedures

1. The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.
2. In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.
 - a. The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.
 - b. The school nurse will make such basic emergency first aid procedures available to school staff members.

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~

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Care of Injured and Ill Persons

1. ~~ALLERGIC REACTIONS~~

~~The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.~~

~~The use of a single dose auto injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.~~

~~In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.~~

2. ~~BLEEDING, SEVERE~~

a. ~~Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.~~

b. ~~Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.~~

e. ~~Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.~~

d. ~~A tourniquet may be used only for a severe, life threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.~~

3. ~~BREATHING OBSTRUCTION~~

a. ~~Tilt the victim's head, clear the airway, and begin mouth to mouth or mouth to nose breathing immediately.~~



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- ~~— Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.~~
- ~~b. — Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.~~
- ~~c. — If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.~~
- ~~d. — If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.~~

4. ~~BURNS, MAJOR~~

~~The victim has sustained a second or third degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.~~

- ~~a. — If the burn was caused by exposure to a chemical,
 - ~~(1) — Flush the affected area under cool running water for at least fifteen minutes;~~
 - ~~(2) — Apply any first aid measures specified on the chemical container;~~
 - ~~(3) — Cover the burn with a cool, wet dressing; and~~
 - ~~(4) — Take the victim to hospital emergency services.~~~~
- ~~b. — If the burn is a second degree burn that covers an area less than two or three inches across,
 - ~~(1) — Rinse the burn with cool water and gently wash and rinse the burned area;~~~~



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- (2) — ~~Spray with an antiseptic spray and cover with a sterile dressing;~~
- (3) — ~~Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and~~
- (4) — ~~Do not break blisters to avoid the risk of infection.~~
- c. — ~~If the burn affects an area more than two or three inches across or is a third degree burn,~~
 - (1) — ~~Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and~~
 - (2) — ~~Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.~~

5. — CONCUSSION

~~The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting;~~

- a. — ~~Keep victim lying down and warmly covered.~~
- b. — ~~Ice may be applied to head.~~
- c. — ~~Medical attention must be sought to determine extent of injury.~~

6. — CONVULSION OR SEIZURE

- a. — ~~Protect the victim from self injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.~~



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- b. — Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.
- e. — Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.
- d. — If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.
- e. — If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

7. — INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger; vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;

- a. — Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.
- b. — After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- e. — If the symptoms do not subside, the victim should be taken to a hospital emergency service.

8. — DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.

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9. HEAT EXHAUSTION

~~The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.~~

- ~~a. The victim should lie down with his/her head lower than the body.~~
- ~~b. The victim should be protected from chilling.~~
- ~~c. If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

10. POISONING

- ~~a. Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.~~
- ~~b. If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.~~
- ~~c. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.~~
- ~~d. If the poison is not corrosive or a petroleum product (see paragraph B10e) and the victim is not unconscious, induce vomiting by:
 - ~~(1) Administering one to two tablespoons of Ipecac Syrup followed by water, or~~
 - ~~(2) Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.~~~~

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- e. ~~If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.~~
- f. ~~Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.~~

11. ~~SHOCK~~

~~The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.~~

- a. ~~Keep the victim covered and lying down, with feet raised higher than the heart.~~
- b. ~~Loosen tight clothing and keep the victim comfortably warm.~~
- e. ~~If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.~~

C. ~~Routine First Aid Care~~

~~The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.~~

1. ~~ABDOMINAL PAIN~~

- a. ~~Take the victim's temperature and pulse rate.~~
- b. ~~Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.~~



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- e. ~~Require victim to lie down for rest period.~~
- d. ~~If pain does not diminish or intensifies, notify parent(s) or legal guardian(s) or the school physician.~~

2. ~~ABRASIONS AND LACERATIONS~~

- a. ~~Wash area gently with bland soap and cool water, rinsing carefully.~~
- b. ~~Apply an approved antiseptic.~~
- e. ~~Cover area with a light protective adhesive bandage.~~

3. ~~BITES and STINGS~~

- a. ~~A wound resulting from the bite of an animal—dog, cat, hamster, mouse—should be treated as follows:~~
 - (1) ~~Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.~~
 - (2) ~~If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.~~
 - (3) ~~Attempt to identify and capture animal.~~
- b. ~~A wound resulting from the bite of a human being should be washed and treated by a physician.~~
- e. ~~A bee sting should be treated as follows:~~
 - (1) ~~Remove the stinger by scooping it out of the skin.~~
 - (2) ~~Apply an ice pack or flush with cold water.~~
 - (3) ~~Apply calamine lotion or cream to ease itching and swelling.~~
 - (4) ~~If severe allergic reaction occurs, take the victim to hospital emergency services.~~



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4. — BLISTERS (other than those caused by burns)
 - a. — Apply a light protective bandage.
 - b. — Do not break; allow tissues to absorb fluid.
 - c. — If blister ruptures, wash with antiseptic and water and apply sterile dressing.
5. — BOILS
 - a. — Apply dry dressing.
 - b. — If boil has erupted, cleanse area and apply sterile dressing.
6. — BRUISES
 - a. — Apply cold compresses or ice to bruised area.
 - b. — If bruise is black eye, examine student's eye and check victim for head injury.
7. — BURNS, MINOR
 - a. — Cool burned area under cold running water or with application of cold compress.
 - b. — Encourage victim to drink fluids.
8. — DIARRHEA
 - a. — Take the victim's temperature.
 - b. — Call parent(s) or legal guardian(s).
9. — DISLOCATIONS
 - a. — Apply ice or cold compress.



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- b. ~~If possible, e.g., in the dislocation of a finger joint, apply a splint.~~
- e. ~~Notify student's parent(s) or legal guardian(s).~~
- d. ~~Take victim to hospital emergency services or a doctor's offices.~~

10. ~~EARACHE~~

- a. ~~Check victim's temperature and examine ear.~~
- b. ~~Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.~~
- e. ~~Call parent(s) or legal guardian(s).~~

11. ~~FAINTING~~

- a. ~~Recline victim to lying position on his/her back. Loosen clothing for comfort.~~
- b. ~~Check victim for pulse rate and breathing; if necessary, apply CPR.~~
- e. ~~Permit victim to recover slowly.~~
- d. ~~If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.~~

12. ~~FOREIGN OBJECTS~~

- a. ~~If the object is in the eye,
 - (1) ~~Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~
 - (2) ~~Remove object with slightly moistened swab.~~~~



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- ~~(3) — If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.~~
 - ~~(4) — Eye may be flushed with clean running water to dislodge object.~~
 - ~~(5) — If object remains, take victim to hospital emergency services or doctor's office.~~
- b. — If the object is in the ear,
- ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
 - ~~(2) — Tilt the victim's head so that affected ear is downward and gently shake the victim's head.~~
 - ~~(3) — Place oil in ear only to immobilize an insect in the victim's ear.~~
 - ~~(4) — If object remains, take victim to hospital emergency services or doctor's office.~~
- e. — If the object is in the nose,
- ~~(1) — Use tweezers to remove any soft object that is clearly visible.~~
 - ~~(2) — Have victim gently blow his/her nose once or twice to attempt to dislodge the object.~~
 - ~~(3) — If object remains, take victim to hospital emergency services or doctor's office.~~
- d. — When a foreign object has been swallowed or is in the victim's air passages,
- ~~(1) — Apply the Heimlich maneuver.~~
 - ~~(2) — Remove victim to hospital emergency services.~~



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13. — FRACTURES

- a. — ~~When the fracture is simple (no wound or break in skin),~~
- ~~(1) — Support the fracture with a splint or bandage, as required.~~
 - ~~(2) — Take the victim to hospital emergency services or a doctor's office.~~
- b. — ~~When the fracture is compound (punctures the skin),~~
- ~~(1) — Take measures to stop the bleeding and apply a protective dressing to the wound.~~
 - ~~(2) — Provide support but do not move or handle the injured part until the bone has been splinted.~~
 - ~~(3) — Summon the ambulance and keep victim warm and comfortable.~~
- e. — ~~When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,~~
- ~~(1) — Do not move the victim; be careful to keep neck in alignment with the rest of the spine.~~
 - ~~(2) — Control any bleeding with gentle direct pressure.~~
 - ~~(3) — If it is absolutely necessary to move victim (to remove him/her from a life threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.~~
 - ~~(4) — Summon an ambulance to take the victim to hospital emergency services.~~



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14. ~~HEADACHE~~
- a. ~~Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.~~
 - b. ~~Take victim's temperature.~~
 - c. ~~Have victim rest for ten minutes.~~
 - d. ~~Offer fluid and apply ice pack to back of head.~~
 - e. ~~In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s).~~
15. ~~MENSTRUAL DISCOMFORT~~
- a. ~~Have victim rest and apply heating pad for thirty minutes.~~
 - b. ~~If a physician's permission has been given, administer analgesic.~~
 - c. ~~If pain is severe, notify parent(s) or legal guardian(s).~~
16. ~~NOSEBLEEDS (not associated with head injury)~~
- a. ~~Have victim sit with head angled slightly forward so that blood cannot run back into the throat.~~
 - b. ~~If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.~~
 - c. ~~If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.~~
 - d. ~~If bleeding stops, gently remove packing after thirty to sixty minutes.~~
 - e. ~~If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.~~



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17. ~~POISON IVY, OAK, SUMAC~~

- a. ~~If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.~~
- b. ~~After rash appears, apply calamine lotion to lessen itching and burning.~~
- c. ~~Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.~~

18. ~~SORE THROAT~~

- a. ~~Check victim's temperature.~~
- b. ~~Observe throat for infection, redness, swollen tonsils, and the like.~~
- c. ~~If fever or complicating symptom is present, notify parent(s) or legal guardian(s).~~

19. ~~SPLINTERS~~

- a. ~~Cleanse area with soap and water, followed by alcohol.~~
- b. ~~Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.~~
- c. ~~If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).~~

20. ~~SPRAIN~~

- a. ~~Eliminate all stress on the injured part.~~
- b. ~~Keep the area raised, elevated on a pillow or sling.~~
- c. ~~Apply ice pack or cold compresses to the injured part to keep swelling down.~~

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d. ~~Bandage with elastic bandage for support.~~

e. ~~Notify parent(s) or legal guardian(s).~~

21. ~~TEETH~~

a. ~~Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.~~

b. ~~If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.~~

e. ~~If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).~~

d. ~~A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.~~

~~This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.~~

Adopted:



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[See POLICY ALERT No. 209]

8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

[Option – Select Only One Option Below

The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.

The presence of nits (the eggs of lice) will prohibit a child from attending school until the parent has provided proof of treatment to the school nurse and there is no evidence of nits in the student's hair.]

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.



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If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

[Select the Grades in the School District

1. Grades Kindergarten through Four – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.



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- A
2. Grades Five through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.
 3. Grades Nine through Twelve – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice from the school nurse. The school nurse will perform a head check of any student if requested by the parent.]

[Option

N

When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration. Parental approval shall be obtained by the Principal or designee or school nurse.]

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.



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Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



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Bus Driver/Bus Aide Responsibility

Jun 16

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205 and 209]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).

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Bus Driver/Bus Aide Responsibility

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

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

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

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten



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days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular, ~~or other wireless telephone;~~ **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

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

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



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[See POLICY ALERT Nos. 164, 205 and 209]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. The **Board of Education** will administer a **Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**



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- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.

B. Emergency Bus Evacuation Drills

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



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3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;

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- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.
- C. Additional Precautions
1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed ~~shall be approved by the~~ (Transportation Supervisor or Principal or designee).



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2. **In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. **Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**

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

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

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54. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the _____ (Principal, Transportation Supervisor, Other) any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the _____ (Principal, Transportation Supervisor, Other) any deviation in the bus route or schedule;
 - g. Drive at safe **within** speeds **limits** at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



REGULATION GUIDE

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Emergency School Bus Procedures

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision;
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.

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REGULATION GUIDE

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Emergency School Bus Procedures

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the **(Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other)** of the number and location of the bus and the circumstances of the disability. The **(Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other)** will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:-
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.



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REGULATION GUIDE

OPERATIONS

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Emergency School Bus Procedures

- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
- (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
- (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).

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Emergency School Bus Procedures

- f. The following notifications must be provided:
- (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
- a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.



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Emergency School Bus Procedures

- b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The Principal of the receiving school, Transportation Supervisor, School Business Administrator, Other shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious, and:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent;

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- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room.; or
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:



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POLICY GUIDE

Policy-36

COMMUNITY
9541/page 1 of 1
Student Teachers/Interns
Jun 16

[See POLICY ALERT Nos. 140, 172, 182 and 209]

9541 STUDENT TEACHERS/INTERNS

The Board of Education encourages cooperation with colleges and universities in the education of teachers, because the public school offers an experience essential to their training, interaction with students and teachers at work in the classroom. Accordingly, the schools of this district will accept students from accredited institutions of higher learning as junior or senior student teachers/interns.

The Board, upon the recommendation of the Superintendent, shall approve student teachers/interns.

Student teachers/interns shall be assigned by the Superintendent. The Superintendent shall assign student teachers/interns throughout the district in a manner that assures that no single group of students will be subject to excessive student teacher/intern classroom hours.

Student teachers/interns shall comply with the health examination required by rules of the State Board of Education and that required for teaching staff members by this Board.

{Optional

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

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

Students and other affiliates of educational institutions will be offered the opportunity to visit and observe our district in the course of teacher training programs and educational research projects. Such students will be treated as visitors and will be under the direct supervision of the Principal.

N.J.A.C. ~~6A:9-6.5; 6A:9-10.2~~ 6A:9A-4 et seq;
~~6A:9-10.3~~ 6A:9A-5 et seq.; 6A:9B-7.1 ~~6A:9-10.4~~

Adopted:

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TRANSPORTATION-1

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic: **X** Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: WDMS ___ Teacher: K.MATHIS/L. ROSENBERGER Date of Request: June 8, 2016

1. Nature of Trip & Exact Location of Destination: **Away Field Hockey Game @:
Upper Township M.S. = 525 Perry Rd, Petersburg, NJ 08270**

2. No. of Students: 26 3. Grade Level: 6, 7, 8 4. Substitute Needed? No

5. Teacher(s) in charge: K.MATHIS/L. ROSENBERGER

6. No. of Adults: Chaperones 2 Teachers

7. **Date of Trip:** September 26, 2016 **Day of Week:** Monday
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:20 PM Arrival at Destination: 3:00 PM

9. Time of Departure from Destination: 5:00 PM **Arrival Back at School:** 5:30 PM

10. Provide any additional comments or information necessary for transportation: _____

Building Principal Stephen Santilli Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent Terry Vogt

APPROVED **NOT APPROVED BY** Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293637

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Kim Mathis on 7-18-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: Davies Teacher: Robinson/Allen Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location of Destination:** Away Cross Country Meet @ Linwood Ball Park- Wabash Ave Linwood, NJ 08221
2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no
5. Teacher(s) in charge: Robinson/Allen
6. No. of Adults: _____ Chaperones 2 Teachers
7. **Date of Trip:** 9/26/2016 **Day of Week:** Monday
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)
8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00
9. Time of Departure From Destination: 5:00 **Arrival Back at School:** 5:30
10. Provide any additional comments or information necessary for transportation: _____

Building Principal Sigita Santilli Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent Terry Vogt

APPROVED **NOT APPROVED BY** Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293642

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to K. Mathis on 7-18-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)
Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: Morey/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Boys Soccer Game @:
LINWOOD -LINWOOD BALLPARK, Walbash Ave, Linwood, NJ
08221**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: Morey/TBA

6. No. of Adults: Chaperones 2 Teachers

7. **Date of Trip:** 9/28/16 **Day of Week:** WEDNESDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
*The Building Principal must sign this form and then it should be forwarded to the Board Office, attention
Terry Vogt, Secretary to the Superintendent for processing.*

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293648

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Todd Morey on 7-18-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: Davies Teacher: Robinson/Allen Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location** of Destination: Away Cross Country Meet @:
Upper Township M.S. = 525 Perry Rd, Petersburg, NJ 08270
2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no
5. Teacher(s) in charge: Robinson/Allen
6. No. of Adults: _____ Chaperones 2 Teachers
7. **Date of Trip:** 9/28/2016 **Day of Week:** Wednesday
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)
8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00
9. Time of Departure From Destination: 5:00 **Arrival Back at School:** 5:30
10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]
APPROVED NOT APPROVED BY _____
Frank Vogel, Superintendent of Schools
of Buses Needed: 1 Total Cost 331.64
Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 #293643

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.
Copy sent to [Signature] on 7-18-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)
Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: Morey/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Boys Soccer Game @:
Galloway M.S.= 100 S. Reeds Rd, Galloway 08205**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: Morey/TBA

6. No. of Adults: Chaperones 2 Teachers

7. Date of Trip: 9/30/16 Day of Week: FRIDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. Time of Departure From School: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293649

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Todd Morey on 7-18-16
Teacher Date

343

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: ALESZCZYK/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Girls Soccer Game @:
Upper Township M.S. - 525 Perry Rd, Petersburg, NJ 08270**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: ALESZCZYK/TBA

6. No. of Adults: 2 Chaperones 2 Teachers

7. Date of Trip: 10/4/16 Day of Week: Tuesday
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. Time of Departure From School: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 Arrival Back at School: 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED NOT APPROVED BY [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-19-16 #293653

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Ed Aleszczyk on 7-19-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: _____ Morey/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Boys Soccer Game @:
Somers Point, Kern Field, Bethel Road, Somers Point, NJ 08244**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: Morey/TBA

6. No. of Adults: _____ Chaperones 2 Teachers

7. **Date of Trip:** 10/5/16 **Day of Week:** WEDNESDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.44

Faxed e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-19-16 # 293650

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-19-16
Teacher Date

345

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: ___ Davies ___ Teacher: ___ Robinson/Allen ___ Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location of Destination**: ___ Away Cross Country Meet @:
Absecon-Attales Middle School, Connecticut Ave, Absecon 08201

2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no

5. Teacher(s) in charge: Robinson/Allen

6. No. of Adults: _____ Chaperones 2 Teachers

7. **Date of Trip**: 10/5/2016 **Day of Week**: Wednesday
(**NO RAIN DATES - TRIP MUST BE RE-SCHEDULED**)

8. **Time of Departure From School**: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 5:00 **Arrival Back at School**: 5:30

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention
Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-19-16 #293644

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Matt Robinson on 7-19-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: ALESZCZYK/TBA Date of Request: 6/13/16

1. Nature of Trip & **Exact Location** of Destination: **Away Girls Soccer Game @ Pilgrim Academy - 301 West Moss Mill Rd Egg Harbor City, NJ 08215**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: ALESZCZYK/TBA

6. No. of Adults: Chaperones 2 Teachers

7. **Date of Trip:** 10/6/16 **Day of Week:** THURDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-19-16 #293654

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-19-16
Teacher Date

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REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic: **X** Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: WDMS Teacher: K.MATHIS/L. ROSENBERGER Date of Request: June 8, 2016

1. Nature of Trip & **Exact Location** of Destination: **Away Field Hockey Game @:**
Northfield Middle Community School= 2000 New Rd, Northfield

2. No. of Students: 26 3. Grade Level: 6, 7, 8 4. Substitute Needed? No

5. Teacher(s) in charge: K.MATHIS/L. ROSENBERGER

6. No. of Adults: 2 Chaperones 2 Teachers

7. **Date of Trip:** October 6, 2016 **Day of Week:** Thursday
(**NO RAIN DATES - TRIP MUST BE RE-SCHEDULED**)

8. **Time of Departure From School:** 2:20 PM **Arrival at Destination:** 3:00 PM

9. **Time of Departure from Destination:** 5:00 PM **Arrival Back at School:** 5:30 PM

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] **Date** 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** _____
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293638

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Kern Mathis on 7-18-16
Teacher Date

348

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic: **X** Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: WDMS _____ Teacher: K.MATHIS/L. ROSENBERGER _____ Date of Request: June 8, 2016 _____

1. Nature of Trip & Exact Location of Destination: **Away Field Hockey Game @:Margate-Eugene Tighe School= 7804 Amherst Ave Margate, NJ 08402**

2. No. of Students: 26 _____ 3. Grade Level: 6, 7, 8 _____ 4. Substitute Needed? No _____

5. Teacher(s) in charge: K.MATHIS/L. ROSENBERGER _____

6. No. of Adults: _____ Chaperones 2 _____ Teachers

7. **Date of Trip:** October 11, 2016 _____ **Day of Week:** Tuesday _____
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:20 PM _____ **Arrival at Destination:** 3:00 PM _____

9. **Time of Departure from Destination:** 5:00 PM _____ **Arrival Back at School:** 5:30 PM _____

10. Provide any additional comments or information necessary for transportation: _____

Building Principal Stephen Santilli _____ **Date** 7/6/16 _____
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 _____ Terry Vogt, Sec. to the Superintendent Terry Vogt _____

APPROVED _____ **NOT APPROVED BY** _____
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 _____ Total Cost 331.64 _____

Faxed/e-mailed to Sheppard Bus Company: 7-12-16 _____
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293639 _____

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Ann Mathis _____ on 7-18-16 _____
Teacher Date

349

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: ___ Davies ___ Teacher: ___ Robinson/Allen ___ Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location** of Destination: ___ Away Cross Country Meet@:
Northfield Middle Community School= 2000 New Rd, Northfield
2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no
5. Teacher(s) in charge: Robinson/Allen
6. No. of Adults: _____ Chaperones 2 Teachers
7. **Date of Trip:** 10/12/2016 **Day of Week:** Wednesday
(**NO RAIN DATES** - TRIP MUST BE RE-SCHEDULED)
8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00
9. Time of Departure From Destination: 5:00 **Arrival Back at School:** 5:30
10. Provide any additional comments or information necessary for transportation: _____

Building Principal Stephan Sattler Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent Terry Vogt

APPROVED **NOT APPROVED BY** Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 #293645

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Michelle Robinson on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: ___ Davies ___ Teacher: ___ Robinson/Allen ___ Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location** of Destination: ___ Away Cross Country Meet @:
Kern Field , Bethel ave. Somers Point, NJ 08244

2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no

5. Teacher(s) in charge: Robinson/Allen

6. No. of Adults: ___ Chaperones 2 Teachers

7. **Date of Trip:** 10/13/2016 **Day of Week:** Thursday
(**NO RAIN DATES - TRIP MUST BE RE-SCHEDULED**)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 5:00 **Arrival Back at School:** 5:30

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

[Signature] **APPROVED** **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293646

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)
Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: _____ Morey/TBA _____ Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Boys Soccer Game @:
Upper Township M.S. - 525 Perry Rd, Petersburg, NJ 08270**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: Morey/TBA

6. No. of Adults: _____ Chaperones 2 Teachers

7. Date of Trip: 10/13/16 Day of Week: THURSDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. Time of Departure From School: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 Arrival Back at School: 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention
Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

[Signature] APPROVED _____ NOT APPROVED BY _____
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293651

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Todd Morey on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic: **X** Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: WDMS _____ Teacher: K.MATHIS/L. ROSENBERGER _____ Date of Request: June 8, 2016 _____

1. 1. Nature of Trip & Exact Location of Destination: Away Field Hockey Game @: Seaview School= 2015 Wabash Ave, Linwood 08221

2. No. of Students: 26 _____ 3. Grade Level: 6, 7, 8 _____ 4. Substitute Needed? No _____

5. Teacher(s) in charge: K.MATHIS/L. ROSENBERGER _____

6. No. of Adults: _____ Chaperones _____ 2 _____ Teachers

7. **Date of Trip:** October 14, 2016 _____ **Day of Week:** Friday _____
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:20 PM _____ **Arrival at Destination:** 3:00 PM _____

9. **Time of Departure from Destination:** 5:00 PM _____ **Arrival Back at School:** 5:30 PM _____

10. Provide any additional comments or information necessary for transportation: _____

Building Principal Stephen Fattori _____ **Date** 7/6/16 _____
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 _____ Terry Vogt, Sec. to the Superintendent Terry Vogt _____

APPROVED _____ **NOT APPROVED BY** _____
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 _____ Total Cost 331.64 _____

Faxed/e-mailed to Sheppard Bus Company: 7-12-16 _____
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293640 _____

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Kim Mathis _____ on 7-18-16 _____
Teacher Date

353

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: ALESZCZYK/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Girls Soccer Game @:
LINWOOD -LINWOOD BALLPARK, Walbash Ave, Linwood, NJ
08221**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: ALESZCZYK/PICKERING

6. No. of Adults: 2 Chaperones 2 Teachers

7. **Date of Trip:** 10/14/16 **Day of Week:** FRIDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

[Signature] APPROVED _____ NOT APPROVED BY _____
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 #293655

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16

354

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: ALESZCZYK/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Girls Soccer Game @:
Galloway M.S.= 100 S. Reeds Rd, Galloway 08205**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: ALESZCZYK/TBA

6. No. of Adults: Chaperones 2 Teachers

7. Date of Trip: 10/17/16 Day of Week: MONDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. Time of Departure From School: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 Arrival Back at School: 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention
Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED NOT APPROVED BY [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293656

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: ALESZCZYK/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Girls Soccer Game @
Atlantic Christian School - 391 Zion Road Egg Harbor Township, NJ
08234**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: ALESZCZYK/TBA

6. No. of Adults: _____ Chaperones 2 Teachers

7. **Date of Trip:** 10/24/16 **Day of Week:** MONDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 **Arrival Back at School:** 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention
Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 231.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293657

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic: **X** Field ___ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: WDMS Teacher: K.MATHIS/L. ROSENBERGER Date of Request: June 8, 2016

1. Nature of Trip & **Exact Location** of Destination: **Away Field Hockey Game @:**
Galloway M.S.= 100 S. Reeds Rd, Galloway, NJ 08205

2. No. of Students: 26 3. Grade Level: 6, 7, 8 4. Substitute Needed? No

5. Teacher(s) in charge: K.MATHIS/L. ROSENBERGER

6. No. of Adults: Chaperones 2 Teachers

7. **Date of Trip:** **October 24, 2016** Day of Week: **Monday**
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. **Time of Departure from School:** 2:20 PM Arrival at Destination: 3:00 PM

9. Time of Departure from Destination: 5:00 PM **Arrival Back at School:** 5:30 PM

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

[Signature] **APPROVED** **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 29364

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to Kim Mathis on 7-18-16
Teacher Date

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band ___ Athletic X Field ___ (Please check one)
Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes
must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: ___ Davies ___ Teacher: ___ Robinson/Allen ___ Date of Request: 6/8/2016

1. Nature of Trip & **Exact Location** of Destination: ___ Away Cross Country Meet@:
Galloway M.S.= 100 S. Reeds Rd, Galloway 08205
2. No. of Students: 50 3. Grade Level: 6-8 4. Substitute Needed? no
5. Teacher(s) in charge: Robinson/Allen
6. No. of Adults: ___ Chaperones 2 Teachers
7. **Date of Trip:** 10/24/2016 **Day of Week:** Monday
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)
8. **Time of Departure From School:** 2:30 Arrival at Destination: 3:00
9. Time of Departure From Destination: 5:00 **Arrival Back at School:** 5:30
10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16
The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-18-16 Terry Vogt, Sec. to the Superintendent [Signature]

APPROVED **NOT APPROVED BY** [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293647

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16
Teacher Date

358

REQUEST FOR TRIP APPROVAL
Hamilton Township Public Schools Transportation
School Year 2016/2017

Choir/Band _____ Athletic X Field _____ (Please check one)

Request must be submitted at least 45 days prior to trip

(Please note that once a trip has been scheduled, all future changes must be made in writing to Terry Vogt, Secretary to the Superintendent in the Board Office)

School: DAVIES Teacher: _____ Morey/TBA Date of Request: 6/13/16

1. Nature of Trip & Exact Location of Destination: **Away Boys Soccer Game @ Northfield Middle Community School= 2000 New Rd, Northfield**

2. No. of Students: 24 3. Grade Level: 6/7/8 4. Substitute Needed? NO

5. Teacher(s) in charge: Morey/TBA

6. No. of Adults: _____ Chaperones 2 Teachers

7. Date of Trip: 10/26/16 Day of Week: WEDNESDAY
(NO RAIN DATES - TRIP MUST BE RE-SCHEDULED)

8. Time of Departure From School: 2:30 Arrival at Destination: 3:00

9. Time of Departure From Destination: 4:45 Arrival Back at School: 5:15

10. Provide any additional comments or information necessary for transportation: _____

Building Principal [Signature] Date 7/6/16

The Building Principal must sign this form and then it should be forwarded to the Board Office, attention Terry Vogt, Secretary to the Superintendent for processing.

*****Board Office will complete the following*****

Date Received by Board Office 7-11-16 Terry Vogt, Sec. to the Superintendent [Signature]

[Signature] APPROVED NOT APPROVED BY [Signature]
Frank Vogel, Superintendent of Schools

of Buses Needed: 1 Total Cost 331.64

Faxed/e-mailed to Sheppard Bus Company: 7-12-16
Date

CONFIRMATION

Confirmed by Sheppard Bus Co. on: 7-18-16 # 293652

*A copy of this form will be sent to the teacher after the trip has been approved by the superintendent and scheduled by the Board office. The copy will serve as confirmation that the buses and date are reserved.

Copy sent to [Signature] on 7-18-16
Teacher Date

359