WOODBRIDGE TOWNSHIP BOARD OF EDUCATION
Woodbridge, New Jersey

Policy Manual

TABLE OF CONTENTS

5000 Students

5020	Role of Parents/Guardians
5111	Admission
5113	Attendance, Absences and Excuses
5113.1	Educational Opportunity for Military Children
5114	Suspension and Expulsion
5117	School Attendance Areas
5118	Nonresidents
5118.2	Foster Care and Educational Stability
5119	Transfers
5120	Assessment of Individual Needs
5124	Reporting to Parents/Guardians
5125	Student Records
5125.1	Electronic Student Data and Records
5126	Awards for Achievement
5127	Commencement Activities
5131	Conduct/Discipline
5131.1	Harassment, Intimidation and Bullying
	• Form
5131.2	Plagiarism
5131.3	Student Use of Bicycles and Motor Vehicles
5131.5	Vandalism/Violence
	• Regulation; Reporting Vandalism
5131.6	Drugs, Alcohol, Steroids, Nicotine
5131.7	Weapons and Dangerous Instruments
5131.8	Random Alcohol & Drug Testing
5132	Dress and Grooming
5134	Married/Pregnant Students
5136	Fund-Raising Activities
5141	Health
5141.01	Readmittance – COVID 19
5141.1	Accidents

TABLE OF CONTENTS (continued)

5141.2	Illness
5141.3	Health Examinations and Immunizations
	• Regulation
5141.4	Missing, Abused and Neglected Children
5141.6	Suicide/Sudden Death
5141.8	Sports Related Concussion and Head Injury
5141.10	Face Coverings
5141.11	Vaccination Testing
5141.20	Food Allergies
5141.21	Administering Medication
5141.22	Medical Marijuana
5141.5	Mental Health & Well Being
5142	Student Safety
5142.1	Safety Patrols
5145	Rights of Adult Students and their Parents
5145.4	Equal Educational Opportunity
5145.5	Photographs of Students
5145.6	Student Grievance Procedure
5145.7	Gender Identity and Expression
5145.11	Questioning and Apprehension
5145.12	Search and Seizure
5200	Nonpublic School Students
5210	Superintendent's Student Advisory Council
5220	Student Fund Raising
5230	Guidelines for Selecting School Photographers and Class Rings
5300	Management of Life Threatening Allergies in Schools
5310	Sports Related Concussion and Head Injury
5320	Practice and Pre-Season Heat Acclimation for Interscholastic Athletics

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5020**
Woodbridge, New Jersey **_____ Monitored**
__X__ Mandated
Policy **_____ Other Reasons**

ROLE OF PARENTS/GUARDIANS

The Woodbridge Township Board of Education believes that the education of children is a joint responsibility, one it shares with the parents/guardians and the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained and parental involvement in district concerns encouraged.

The board recognizes the vital role of parents/guardians in the welfare and education of their children and the pivotal part they play in shaping character and values. Because parents/guardians are familiar with the needs, problems, gifts and abilities of their children, staff should seek to involve parents/guardians as much as possible in the planning of the individual program. Parents/guardians must, by law, be included in the development of certain educational programs for their children.

Parents/guardians are requested to keep the school apprised of changes in factors in the home situation which may affect student conduct or performance. Parents/guardians are specifically requested to inform the school of any changes in legal custody of the child.

Parents/guardians are responsible for their child's punctuality, attendance, cleanliness and propriety of dress.

The superintendent shall develop procedures and regulations to implement this policy. These regulations shall include use of the parent/guardian's native language when necessary.

Adopted: December 21, 1978; March 17, 1983
NJSBA Review/Update: December 2011
Readopted: August 21, 2014

Key Words

Role of Parents/Guardians, Parents/Guardians

Legal References:

N.J.S.A.	18A:35-4.9	Pupil promotion and remediation; policies and procedures
N.J.S.A.	18A:35-22	Notice to parents that child identified as eligible for enrollment; option of declining enrollment; involvement of parents in program
N.J.A.C.	6A:8-4.3	Accountability
N.J.A.C.	6A:14-1.1 et seq.	Special Education
N.J.A.C.	6A:30-1.1et seq.	Evaluation of the Performance of School Districts
N.J.A.C.	6A:32-12.1	Reporting requirements
N.J.A.C.	6A:32-12.2	School-level planning

No Child Left Behind Act of 2001, Pub. L. 107-110. 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1220	Ad hoc advisory committees
*1230	School-connected organizations
*1250	Visitors
*5113	Absences and excuses

ROLE OF PARENTS/GUARDIANS (continued)

*5114	Suspension and expulsion
*5120	Assessment of individual needs
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*6142.2	English as a second language; bilingual/bicultural
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147.1	Evaluation of individual student performance
*6162.4	Community resources
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

ADMISSION

I. Eligibility

The Woodbridge Township Board of Education shall admit to its schools free of charge the following persons over five and under 20 years of age:

A. Any student domiciled within the district;

B. Any student kept in the home of a person other than the student's parent/guardian, where the person is domiciled in the school district and is supporting the student without remuneration as if the student were his/her own child;

C. Any student kept in the home of a person domiciled in the district, other than the parent/guardian, where the parent/guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency;

D. Any student whose parent/guardian temporarily resides within the district, notwithstanding the existence of a domicile elsewhere;

E. Any student whose parent/guardian moves to another district as the result of being homeless, subject to the provisions of administrative code;

F. Any student placed in the home of a district resident by court order pursuant to statute;

G. Any student previously residing in the district if the parent/guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency pursuant to statute; and

H. Any student residing on federal property within the state pursuant to statute.

I. When the family of a 12th grade pupil moves out of the township after the opening of school and requests permission to allow her/him to remain until, graduation, he/she may do so without payment of tuition.

J. When a family expects to move into a house in the township prior to November 1st of the school year and requests that the pupil be permitted to start the year in the Woodbridge schools, he/she may do so. However, tuition charges between the period of registration and November 1 will be assessed. Payment of these charges will be expected at the time of registration. If the family moves into the district on or before November 1, these charges will be returned in full to the family. If the family fails to move into Woodbridge on or before November 1, these charges will be kept and additional tuition shall be assessed for all days after November 1 until such time as the family enters residence in the Township.

K. Children of parents moving out of the district after April 1st will be permitted to finish the year without charge.

L. Parents moving from the district prior to April 1st but wishing their children in grades below 12 to continue in school will be charged the full tuition rate from the date of departure until the end of the school year.

ADMISSION (continued)

M. Students who are in grade 10 or 11 and whose parents move from the district have the option of paying tuition and remaining in the district schools until graduation.

II. Proof of Eligibility

The board shall accept any of the forms of documentation that are listed in the administrative code when they are presented by persons attempting to demonstrate a student's eligibility for enrollment in the district. The board shall consider the totality of information and documentation offered by an applicant and may accept other forms of documentation or information presented by a person seeking to enroll a student.

The board shall not require or request any information or document protected from disclosure by law or pertaining to criteria that are not legitimate bases for determining eligibility to attend school.

III. Kindergarten

Any child residing in the district shall be admitted to the kindergarten provided:

A. The child will have attained the age of five years on or before October 31 of that school year;

B. Proof shall be furnished of immunization against the communicable diseases at the time of enrollment or such immunization shall be completed within 30 days from date of entry into the school;

C. The child must be toilet trained;

D. The child shall have been examined by either the school or a private physician, and the results shall be furnished to the school on the form provided.

IV. Grade One

Any child residing in the district shall be admitted to grade one provided:

A. The child will have attained the age of six years on or before October 31 of that school year;

B. Any new student who will be six years old on or before October 31 may be placed in a kindergarten if it is the judgment of the teacher, principal and parent/guardian that the student will profit more his/her first year by being placed in a kindergarten class rather than in first grade;

C. Proof has been furnished of immunization against communicable diseases.

V. Special Circumstances Transfers

A. Mid- Year Transfers
Any child who is five years old or older on or before October 31 of the current year who has been in attendance in any private, public, or parochial school shall be admitted upon receipt of mid-year transfer. A student admitted under these conditions shall be placed in a grade corresponding to the grade in which said student was enrolled in the school from which he/she was transferred, except as hereafter provided.

B. September Enrollment
Students who are less than six (6) years old as of October 31 will be placed in Kindergarten unless they have completed an accredited Kindergarten program (public or private school).

ADMISSION (continued)

C. Other Circumstances
If there is no transcript from the transfer school, students will be placed chronologically if they meet academic standards of that grade.

VI. Transfers Into Grades Two through 12

Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Within the time prescribed by law, the superintendent shall request in writing from the school or district of previous attendance, the student's records.

In order to assure assignment to the grade best suited to a student's needs and readiness, placement shall be determined by the school principal working in cooperation with the student's parents or guardian. Placement shall be governed by the following considerations:

A. Age, health, and maturity of the student;

B. Quality and extent of his/her previous educational experience as determined by scholastic record at the school or schools previously attended; and

C. Test results.

Parents/guardians shall be informed of this policy on registration.

VII. Joint Custody

When divorced parents/guardians have joint custody of (a) minor child(ren), admission shall be based on the present address of the parent/guardian with whom the child(ren) resided as of the date required by administrative code.

VIII. Affidavit Students

When there is any doubt as to whether a child is entitled to free public education in the school district, all procedures of law and code shall be followed.

IX. Nonresidents

The district is obliged to educate children of appropriate age residing in the district. The mere owning of any property whatsoever, does not qualify a parent/guardian to send children to school in this school district. See policy 5118 Nonresidents.

X. Students Returning from County Detention

The district shall accept all days of attendance and courses studied by a student at a county juvenile detention center and apply them toward district requirements for elementary, middle or high school graduation.

XI. Homeless Students

Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths

ADMISSION (continued)

of this district. Homeless children and youths shall also have access to the education and other services that they need to ensure they have an opportunity to meet achievement standards of the New Jersey Student Learning Standards to which all students are held.

The homeless liaison will provide any assistance necessary and requested for the prompt enrollment of the student. The district determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as, pertinent federal law.

The chief school administrator or his or her designee shall ensure that the parent/guardian or adult student is given written notice, at the time the child or youth seeks enrollment in the school, and at least twice annually while the child or youth is enrolled, that describes the general rights provided under the McKinney-Vento Homeless Assistance Act and specifically states the choice of schools the children and youths are eligible to attend, This notice must be signed by the parent/guardian.

The board shall make this policy available to parents and the public.

Adopted:	October 20, 1975
Revised:	December 21, 1978; November 19, 1992; April 25, 1996; November 29, 2018 September 20, 2007, September 22, 2016; February 16, 2017
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014; November 29, 2018

Key Words

Admission, Resident, Student Records, Affidavit Student, Homeless Student

Legal References:

N.J.S.A. 18A:7B-12	District of residence; determination
N.J.S.A. 18A:7B-12.1	Homeless child; responsibility for education; determination of placement; payment of costs
N.J.S.A. 18A:7C-12	Juvenile detention centers, transfer of credit
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
N.J.S.A. 18A:38 et. seq.	School Attendance
N.J.S.A. 18A:38-1	Attendance at school free of charge
N.J.S.A. 18A:38-2	Free attendance at school by nonresidents placed in district under court order
N.J.S.A. 18A:38-3	Admission for nonresidents; parent active duty
N.J.S.A. 18A:38-4	Free attendance to persons over age
N.J.S.A. 18A:38-5	Admission of students under age
N.J.S.A. 18A:38-5.1	No child to be excluded from school because of race, etc.
N.J.S.A. 18A:38-6	Time of admission of students; first school year
N.J.S.A. 18A:38-7.7	Legislative findings and declarations
N.J.S.A. 18A:38-8	Duty to receive students from other districts
N.J.S.A. 18A:38-25	Attendance required of children between six and 16; exceptions
N.J.S.A. 18A:40-20	Immunization at public expense
N.J.S.A. 18A:44-1	Establishment of preschool
N.J.S.A. 18A:44-2	Establishment of kindergarten; eligibility for admission
N.J.S.A. 26:1A-9.1	Exemption of students from mandatory immunization
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or students
N.J.A.C. 6A:12-3.1	Choice district application procedures

ADMISSION (continued)

N.J.A.C. 6A:14-1.1 et seq.	Special Education
N.J.A.C. 6A:16-2.2	Required health services
N.J.A.C. 6A:16-2.4	Required student health records
N.J.A.C. 6A:17-1.1 et seq.	Students at Risk of Not Receiving a Public Education
N.J.A.C. 6A:22-1.1 et seq.	Entitlement to Attend School Based on Domicile or Student Residency
See particularly: N.J.A.C. 6A:22-3.1, 3.2, 3.3, 3.4	
N.J.A.C. 6A:23A-19.2, -19.3	Method of determining the district of residence
N.J.A.C. 6A:32-8.2	School enrollment
N.J.A.C. 8:57	Communicable diseases
See particularly: N.J.A.C. 8:57-2	
N.J.A.C. 8:61-1.1	Attendance at school by students or adults infected by Human Immuno-Deficiency Virus (HIV)

McKinney-Vento Homeless Assistance Act, 42 U.S.C.A. 11301 et seq.

Tepper v. Board of Education of the Township Hackensack, Bergen County, 1971 S.L.D. 549

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Plyler v. Doe, 457 U.S. 202 (1982)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App.Div.1999)

Possible Cross References:

3240	Tuition income
*5118	Nonresidents
5119	Transfers
*5120	Assessment of individual needs
*5141	Health
*5141.2	Illness
*5141.3	Health examinations and immunizations
6142.5	Travel and exchange programs
*6164.4	Child study team
*6171.4	Special education
6174	Summer school
6178	Early childhood education/preschool

*Indicates policy is included in the Critical Policy Reference Manual.

ATTENDANCE, ABSENCES, AND EXCUSES

The Woodbridge Township Board of Education believes that the regular attendance of students in each class and in school in general is critical to its educational mission. The district shall endeavor to achieve the ninety percent (90%) attendance rate required by the New Jersey Quality Single Accountability Continuum (NJQSAC). Continuity of instruction is an essential element in student performance and allows students the greatest opportunity to succeed at meeting the state learning standards in the New Jersey Student Learning Standards for mathematics and language arts and literacy and the strategies that maximize student attendance at all scheduled periods of actual instruction or supervised study activities and strive to:

A. Encourage good attendance;
B. Discourage unexcused absences;
C. Identify patterns of absence, tardiness and early departures from school; and
D. Intervene to prevent and correct problems with attendance.

I. Attendance

A day in session for purposes of attendance shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes and inclement weather shall not be considered as days in session.

A school day shall consist of not less than four hours of actual instruction.

A day of attendance shall be one in which a student is present for the full day under the guidance and direction of a teacher while school is in session. Where there are two sessions in a day due to overcrowding, either session of four hours or more, exclusive of lunch or recess, shall be the equivalent of a full day's attendance.

The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with law (N.J.A.C. 6A:32-8.3—School attendance). In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.

A student not present in school because of his or her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

II. Excused and Unexcused Absence

A. Excused Absence
An absence shall be considered an "excused absence" for the purpose of determining promotion, retention, truancy, grades, course credit, eligibility to make up missed assignments and tests for full credit, and violations of the school code of conduct for attendance, for the following five allowable reasons (New Jersey School Register, Ch.3):

1. Religious observance (N.J.A.C. 6A:32-8.3(h)):
2. A college visit (up to 3 days per school year, only for students in grades 11 and 12);

ATTENDANCE, ABSENCES AND EXCUSES (continued)

3. "Take Our Children to Work Day" (pursuant to memo issued by the Commissioner to all districts on April 25, 2017) or other rule issued by the Commissioner;
4. Participation in observance of Veterans Day (N.J.S.A. 8A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33); or
5. The closure of a busing district that prevents a student from having transportation to the receiving school.

An excused absence for any reason other than those listed above shall not be counted as a day of attendance in the school register.

B. Chronic Absenteeism is defined in New Jersey's ESSA State Plan as the percentage of a school's students who are not present for 10 percent or more of the days that they were in "membership" at a school.

C. Cumulative Days In Membership is an element in NJ SMART defined as the number of *school days in session* in which a student is enrolled/registered during the annual reporting period from July 1 through June 30. The count will commence the first day the student is expected to start, even if they do not actually attend that day.

1. School Day In Session – is a day on which the school is open and students are under the guidance and direction of a teacher(s); and the day must 4 hours or more to be considered a full day (or at least 2-1/2 hours for kindergarten) (N.J.A.C. 6A:32-8.(a) and (b)).

    a. The number of possible days in session for a student on *home instruction* is the same as for other students in the program in which the student is enrolled (N.J.A.C. 6A:32-8.1(f)).
    b. Schools must be in session a minimum of 180 days.
    c. The number of school days in session does not include summer school.
    d. The extended school year is included in the calculation up to June 30 and only when it is *required* for *all* students.

D. Cumulative Days Present is an element in NJ SMART defined as the number of school days a student is present (not absent) when the school is in session during the annual reporting period (July 1 through June 30) and the student is recorded under the guidance and direction of a teacher in the teaching process (N.J.A.C. 6A:32-8.3). Whether a student absence is due to illness, disciplinary action, or other reason, the student may not be considered present at school unless home instruction is received. A student with an "excused" absence per district board of education policy can NEVER be considered as present.

1. Time present – Full Day: For a school in session during morning and afternoon, the student must be present for at least one hour in the morning and at least one hour in the afternoon to be considered as present for a full day; for a school in session during either morning or afternoon, the student must be present at least two hours to be recorded as present for the full day (N.J.A.C. 6A:32-8.3(k)), for example, twilight programs. For a half day preschool or kindergarten session, the student must be present for at least one hour to be considered present for a full day.
2. Time present – Half Day: A student must be present at least one hour during any morning, afternoon, or evening session to be recorded as present one-half day (New Jersey School Register, Ch.3).
3. Home instruction: A student receiving home instruction is considered present and in membership under the following circumstances:
    a. A student with a temporary or chronic health condition receives home instruction by a certified teacher for the number of days and length of time sufficient to continue the student's academic progress. A student with a disability must receive home instruction consistent with the student's individualized education program (N.J.A.C. 6A:16-10.1).
    b. A general education student, for reasons other than a temporary or chronic health condition, receives 10 or more hours of home instruction per week by a certified teacher 4 on at least three

separate days and no fewer than 10 hours per week additional guided learning experiences (N.J.A.C. 6A:16-10.2).

c. A student, when placed on home instruction through an IEP, receives 10 or more hours of instruction per week on at least three separate days by an appropriately certified teacher or teachers (N.J.A.C. 6A:14-4.8).
d. NOTE: When instruction is provided for less than the minimum number of hours and/or days required per week, the student must not be recorded as present for more than four days when school was in session for a full five-day week. School districts are able to develop their own policy for determining the exact number of days to record the student present based on these circumstances.

4. School-sponsored education programs: A student participating in a school-sponsored educational program under the guidance and direction of a teacher, pursuant to N.J.A.C. 6A:32- 8.3, even if not located in the school, is considered present and in membership (e.g., field trip, structured learning experience, community-based instruction).

5. In-school suspensions: A student temporarily removed from his or her regular classroom to in-school suspension is considered present and in membership, provided the student is afforded the opportunity to continue to:
   a. Appropriately participate in the general curriculum; and
   b. For students with disabilities, receive the services specified on the child's IEP, and participate with nondisabled children to the extent they would have in their current placement.

6. Out-of-school suspensions: A student on out-of-school suspension is considered in membership and not present unless he or she receives home instruction as defined above. Students receiving short-term suspension must be provided with academic instruction that addresses the New Jersey Student Learning Standards within five days of the suspension (N.J.A.C. 6A:16-7.2(a)5). Students receiving long-term suspension must be provided with educational services (academic instruction and support services) within five days of the suspension (N.J.A.C. 6A:16-7.3(a)9).

7. Extended non-illness absences: Extended absences for non-illness shall be considered "unexcused". Upon the 10th consecutive day of non-illness absence, the student will be dis-enrolled. If the student wishes to return to school after 10 days, the student will be re-enrolled in the school district with no guarantee of returning to the same school or the same class. The student will be subject to the unexcused days in membership to be considered for promotion.

E. Student-level Absentee Rate: Each student's absentee rate is calculated based on the fields of Cumulative Days Present and Cumulative Days in Membership collected in NJ SMART. Cumulative Days Present (P) is subtracted from the Cumulative Days in Membership (M), and this number is divided by the Cumulative Days in Membership (M).

$$\frac{M - P}{M}$$

If the student-level absentee rate is equal to or greater than 10%, the student is chronically absent.

F. School-level chronic absenteeism: The school-level chronic absenteeism rate is calculated by dividing the number of chronically absent students during the school year by the total number of students enrolled in the school.

G. Truancy is defined as 10 or more cumulative unexcused absences (N.J.A.C. 6A:16-1.3). All school districts are required to have a policy and procedure that include a definition of unexcused absences that count toward truancy; thus, how "excused" and "unexcused" absences are defined for purposes of expectations and consequences regarding truancy, student conduct, promotion, retention and award of

credit is a local decision (N.J.A.C. 6A:16-7.6(a)3). The NJ SMART Cumulative Days Towards Truancy field is not considered in the calculation of chronic absenteeism.

H. Tardiness

The orderly conduct of class activity depends upon the prompt and precise beginning of the program. Tardiness hinders the proper conduct of school activity. Students are expected to arrive to school and class on time. A student who is tardy to any class will be subject to disciplinary action as outlined in board policy 5131 Conduct and Discipline and the student code of conduct. Consequences for accumulated occurrences of tardiness may include detention, loss of credit and an unexcused school day absence.

III. Attendance, Instruction, and Promotion

A. In order for the board of education to fulfill its responsibility for providing a thorough and efficient education for each student, the complete cooperation of parents/guardians and students is required to maintain a high level of school attendance.

The frequent absence of students from classroom learning experiences disrupts the continuity of the instructional process and limits the ability of students to complete the prescribed curriculum requirements successfully. The district shall develop regulations that define the attendance requirements for promotion.

In order to be considered to have successfully completed the instructional requirements of the grade, a student must be in attendance 163 days.

B. Students absent from school because of a family vacation are unexcused. The district is not obligated to provide academic instruction or assignments during periods of unexcused absences for vacation.

a. Teachers shall not be required to prepare or provide work prior to the period of the absence;
b. Students shall be required to make-up any missed work, at the teacher's discretion.

C. Religious Observance

In accordance with statute, no student absent for religious observance of a day recognized by the Commissioner of Education or this board of education shall be charged with an unexcused absence, deprived of an award or eligibility/opportunity to compete for an award, or of the right to take an alternate to a test or examination missed through such absence; Teachers must provide work for student to complete. Parent should notify the classroom teacher prior to the religious observance to allow proper time to gather schoolwork.

D. Procedures for Unexcused Absences

When a student fails to report to class or school accumulating up to five unexcused absences, the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents;
3. Identify in consultation with the student's parents needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
4. Follow all procedures according to law and board policy 5142 Safety and 5141.4 Child Abuse and Neglect if a potential missing or abused child situation is detected;
5. Cooperate with law enforcement and other authorities and agencies, as appropriate.

ATTENDANCE, ABSENCES AND EXCUSES (continued)

If contact through these means is unsuccessful the district may follow-up with another attempt to contact the parents/guardians or send a letter reporting the unexcused absence and requesting the parent/guardian to contact the school.

E. Procedures for Persistent Absences

If the pattern of unexcused absences continues and five to nine unexcused absences are accumulated the district shall:

1. Make a reasonable attempt to notify the student's parents/guardians of each unexcused absence prior to the start of the following school day;
2. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parents to address patterns of unexcused absences previously;
3. Evaluate the appropriateness of action taken as identify in consultation with the student's parents;
4. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

    a. Refer or consult with the building's intervention and referral services team;
    b. Conduct testing, assessments or evaluations of the student's academic, behavioral and health needs;
    c. Consider an alternate educational placement;
    d. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
    e. Refer to the court or a court program as follows:
        i. When the unexcused absences are determined to be violations of the compulsory education law and board policy;
        ii. When there is evidence of a juvenile-family crisis the student may be referred to Superior Court, Chancery Division, Family Part. "Juvenile-family crisis" pursuant to N.J.S.A. 2A:4A-22(g) means behavior, conduct or a condition of a juvenile, parent or guardian or other family member which presents or results in a threat to wellbeing and safety of the juvenile, serious conflict regarding the juvenile's conduct, unauthorized absence from home, pattern of unauthorized absence from school, or human trafficking;
    f. The implementation of all required procedures for potential abuse, neglect or missing child including cooperation with law enforcement and other authorities and agencies, as appropriate;
    g. Engage the student's family.

F. Discipline

All discipline regarding the attendance of students shall be consistent with the board policy 5131 Conduct and Discipline and the code of student conduct. Consequences for absences may include:

1. Students may be denied participation in co-curricular activities if their attendance fails to meet the standards set forth herein;
2. Students may be denied participation in athletic competition if their attendance fails to meet the standards set forth herein;
3. Loss of partial or total course credit;
4. Detention or suspension.
5. No student who is absent from school for observance of a religious holiday or other excused absence shall be disciplined and/or deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.
6. Students, parents and guardians shall be notified of disciplinary actions for attendance including loss of credit and may appeal this determination through the procedure as set forth in board policy 5145.6 Student Grievance Procedure.

ATTENDANCE, ABSENCES AND EXCUSES (continued)

G. Truancy

For cumulative unexcused absences of 10 or more, the student between the ages of six and 16 is truant, pursuant to law. The district shall:

1. Make a determination regarding the need for a court referral for the truancy;
2. Make a reasonable attempt to notify the student's parents of the mandatory referral;
3. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
4. Cooperate with law enforcement and other authorities and agencies, as appropriate;
5. Follow all procedures required by N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School and other applicable state and federal statutes as follows:

    a. An attendance officer who finds a truant child, shall take the child and deliver him/her to the parent/guardian or other person having charge and control of the child, or to the teacher of the school which such child is lawfully required to attend;
    b. The attendance officer shall examine into all violations and shall warn the child, the parent/guardian or other person having charge and control of the child of the consequences of the violation if persisted in;
    c. The attendance officer shall notify the parent/guardian or other person having charge and control of the child in writing, to cause the child to attend school within five days from the date on which notice is served, and regularly thereafter;
    d. The attendance officer shall have full police power to enforce the provisions of this article and may arrest without warrant any vagrant child or habitual truant or any child who is habitually incorrigible or who is vicious or immoral in conduct or illegally absent from school;
    e. The sheriff and his officers and all police officers and constables shall assist the attendance officer in the performance of their duties;
    f. A parent, guardian or other person having charge and control of a child between the ages of 6 and 16 years, who shall fail to comply with any of the provisions of this article relating to his duties, shall be deemed to be a disorderly person and shall be subject to a fine of not more than $ 25.00 for a first offense and not more than $ 100.00 for each subsequent offense, in the discretion of the court. In any such proceeding, the summons issuing therein, or in special circumstances a warrant, shall be directed to the alleged disorderly person and the child.

H. Unexcused Absences for Students in Special Education

For students with disabilities, the length of the school day and the academic year of programs must be at least as long as that established for nondisabled students (N.J.A.C. 6A:14-4.1(c)). The attendance guidelines, discipline and remedial measures set forth in this policy shall apply to classified students where appropriate and in accordance with the student's:

1. Individualized education program (IEP);
2. The Individuals with Disabilities Act (IDEA)
3. Procedural protections set forth in N.J.A.C. 6A:14;
4. Alternate short or long term accommodations for students with disabilities as required by law;
5. Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
6. Accommodation Plans under Section 504 of the Rehabilitation Act of 1973; and 29 U.S.C. § 794 and 705(20).

The IEP team may make a decision, based on the individual needs of the student, that the student is unable to attend school and should receive special education and related services in a different setting or manner, such as through home instruction, all or part of the time. The decision of the

IEP team shall be included in the student's IEP. In such a case, the student should be marked as "present" in the Student Information System (SIS) when he or she is educated in the educational placement(s) set forth in his or her IEP.

I. District Sending and Receiving Relationships

The receiving school shall report attendance problems to the sending district responsible for the student. Following five or more cumulative unexcused absences school officials from the sending district shall proceed in accordance with the sending district's board attendance policy and procedure.

J. Regular Release of Students Before the End of the Normal School Day

There are varying situations which may justify release of certain students from school before the normal time for closing. Such situations are justifiable only if the release does not jeopardize the student's educational program and the reasons for such release can be shown to have positive benefits for the student.

K. Late Arrival and Early Dismissal

The board recognizes that from time to time compelling circumstances will require that a student be late to school or dismissed before the end of the school day.

As agent responsible for the education of the children of this district, the board shall require that the school be notified in advance of such absences by written request of the student's parent/guardian, which shall state the reason for the tardiness or early dismissal. Justifiable reasons may include:

1. Medical or dental appointments which cannot be scheduled outside of school hours;
2. Requirements of a student's individualized health care plan and individualized emergency healthcare plan;
3. Requirements of the student's individualized education program (IEP);
4. Alternate short or long term accommodations for students with disabilities;
5. Medical disability;
6. Motor vehicle driver's test;
7. Interview for college entrance or employment;
8. Family emergency;
9. Court appearance;
10. Such good cause as may be acceptable to the administration.

No student in grades kindergarten through eight shall be permitted to leave the school before the close of the school day unless he/she is met in the school office by his/her parent/guardian or a person authorized by the parent/guardian to act in his/her behalf.

Tardiness not covered by the causes listed shall be cumulative, and may affect course credit.

L. Legal Custody

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the board of any change in the student's custodian. The principal may take such steps as seem necessary to ensure that the child is released only to the proper legal custodian.

M. Potentially Missing Children

1. If daily attendance records indicate a child is absent, and the parent/guardian has not called, a designated person shall attempt to contact the parent/guardian;

ATTENDANCE, ABSENCES AND EXCUSES (continued)

2. If no telephone contact can be made, the attendance officer shall investigate;
3. If the attendance officer cannot locate the child, he/she shall inform the principal, who shall inform the coordinator of security, who will inform the superintendent and report child to the police;
4. If a child who was present in the morning is absent after lunch, the same procedure shall be followed.
5. In the event that a child may have left the building/classroom and cannot be located, the coordinator of security shall be called immediately.

N. Marking Missing Child's School Record

Whenever the superintendent receives notice from the Missing Persons Unit that a child has been reported missing, he/she shall mark the child's records in such a way that whenever a copy of or information regarding the record is requested, district personnel will be aware that the record is that of a missing child. If a copy of a marked school record is requested, the superintendent shall supply the record to the requestor without alerting him/her to the fact that the record has been marked, according to provisions in code and statute on accessing student records (see policy 5125 Student Records). After the chief school administrator has complied with the request for copies of records or information, he/she shall immediately report the inquiry or any knowledge as to the whereabouts of the missing child to the Missing Persons Unit.

O. Regulations

The superintendent shall develop procedures for the attendance of students including:

1. The expectations and consequences regarding students' timely arrival of students to school and classes;
2. The expectations and consequences regarding attendance at school and classes;
3. A definition of unexcused absence that counts toward truancy that is consistent with the definition of a school day;
4. School staff responses for unexcused absences for:
   a. Cumulative absences up to five;
   b. Cumulative absences of ten;
   c. Cumulative unexcused absences of 10 or more; and
   d. Referral to court.

Dissemination and Implementation

The superintendent shall take all necessary steps to publicize this policy and may include these rules in district handbooks and/or on the district website. Parents/guardians and students shall be notified annually of the attendance policy.

The superintendent shall ensure that the rules for this policy are applied consistently and uniformly, and that all disciplinary sanctions are carried out with necessary due process.

The board shall review the attendance policy on a regular basis.

Adopted:	August 21, 2014; May 16, 2019; November 21, 2019; May 21, 2020
NJSBA Review/Update:	April 30, 2020
Readopted:	May 16, 2019; November 21, 2019: May 21, 2020

Key Words

Student Attendance, Attendance, Absences and Excuses, Student Attendance

Legal References: N.J.S.A. 18A:11-1 General mandatory powers and duties

ATTENDANCE, ABSENCES AND EXCUSES (continued)

N.J.S.A. 18A:35-4.9	Student promotion and remediation; policies and procedures
N.J.S.A. 18A:36-13.2	Excused absence for certain pupils on Veterans Day
N.J.S.A. 18A:36-14, -15, -16	Religious holidays; absence of students on; effect
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-24 through -26	Missing children; legislative findings and declarations
N.J.S.A. 18A:36-33	Pupils serving as district board of election members, excused absence
N.J.S.A. 18A:38-25	Attendance required of children between six and 16; exceptions
N.J.S.A. 18A:38-26	Days when attendance required; exceptions
N.J.S.A. 18A:38-27	Truancy and juvenile delinquency defined
N.J.S.A. 18A:38-28 through -31	Compelling attendance at school
See particularly	
N.J.S.A. 18A:38-31	Violations of article by parents or guardians; penalties
N.J.S.A. 18A:38-32	District and county vocational school attendance officers
N.J.S.A. 18A:40-7	Exclusion of students who are ill
N.J.S.A. 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-9	Failure of parent to remove cause for exclusion; penalty
N.J.S.A. 18A:40-10	Exclusion of teachers and students exposed to disease
N.J.S.A. 18A:40-11	Exclusion of students having communicable tuberculosis
N.J.S.A. 18A:40-12	Closing schools during epidemic
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 52:17B-9.8a through -9.8c	Marking of missing child's school record
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:14-1 et seq.	Special education
See particularly:	
N.J.A.C. 6A:14-4.1(c)	General requirements
N.J.A.C. 6A:16-1 et seq.	Programs to support student development
See particularly:	
N.J.A.C. 6A:16-7.6	Attendance
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-8.1 et seq.	Student Attendance and Accounting
N.J.A.C. 6A:32-8.3	Student attendance
N.J.A.C. 8:61-2.1	Attendance at school by students or adults with HIV infection

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794 (Board may impose penalties for unjustifiable tardiness, improper absences from classes, truancy, and other unexcused absences)

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851 (Board may adopt policy to deny students course credit after a student was late or absent a specified number of times.)

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)(board acted unreasonably in applying its attendance policy to student with excessive absences due to chronic medical illness)

Student Attendance Policies and Procedures Compliance Checklist, New Jersey

ATTENDANCE, ABSENCES AND EXCUSES (continued)

Department of Education
www.nj.gov/education/students/safety/behavior/attendance/checklist.pdf

Commissioner memo on "Take Our Children to Work Day," April 25, 2017 at: https://www.nj.gov/education/broadcasts/2017/APR/25/16343/Instructions%20for%20Recording%20Attendance%20of%20Students%20Who%20Take%20Part%20in%20Take%20Our%20Children%20to%20Work%20Day.pdf

Jerkins v. Anderson. 191, N.J. (2007)

Possible Cross References:

*5020	Role of parents/guardians
*5111	Admission
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Student records
*5141.2	Illness
*5141.4	Child abuse and neglect
*5142	Student safety
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency
*6147.1	Evaluation of individual student performance
*6154	Homework/makeup work
*6171.4	Special education
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5113.1**
Woodbridge, New Jersey

Policy

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN

In an effort to facilitate the placement, enrollment, graduation, data collection and provision of special services for students transferring into or out of the Woodbridge Township School District because of their parents being on active duty in the U.S. Armed Services or members of the National Guard and Reserve on active duty orders, the district supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children and in accordance with N.J.S.A 18A:75A-1 et seq. The board of education believes it is appropriate to remove barriers to educational success imposed on children of military families because of their parents' frequent moves and deployment.

Students Covered Under The Compact

A. A student enrolled in grades K-12 in the household of a full-time duty status in the active uniformed service of the United States, including members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

B. Children of members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one year after medical discharge or retirement;

C. Children of members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one year after death.

Students Not Covered Under The Compact

The compact does not apply to children of:

A. Inactive members of the national guard and military reserves;

B. Members of the uniformed services now retired not covered in the above;

C. Veterans of the uniformed services not covered in the above;

D. Other U.S. Department of Defense personnel and other federal agency civilian and contract employees not defined as active duty members of the uniformed services.

Eligibility for Enrollment

A. Special power of attorney or relative with guardianship of child can enroll a child;

B. The district shall not charge local tuition when a transitioning military child resides in a jurisdiction other than that of the custodial parent;

C. Transitioning military child may continue to attend school in which he/she was enrolled;

D. Transitioning military children shall have the opportunity to participate in extracurricular activities, if qualified, regardless of application deadlines.

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN (continued)

Definitions

"Receiving State's School District": the State or district to which a child of a military family is sent, brought, or caused to be sent or brought.

"Sending State's School District": the State or district from which a child of a military family is sent, brought, or caused to be sent or brought.

Guidelines

The district's responsibilities to eligible children include the following:

A. Sending schools must send either official or unofficial records with the moving students and district receiving schools must use those records for immediate enrollment and educational placement;

B. Simultaneously, the receiving school must request official records and the sending schools shall respond within 10 days with the records;

C. Immunization requirements of the district may be met within 30 days from the date of enrollment (or be in progress);

D. Receiving schools must honor placement of students in all courses from the sending school. These include, but are not limited to, Honors, International Baccalaureate, Advanced Placement, vocational-technical, and career pathway courses if those courses are offered in the receiving school;

E. In compliance with federal law, special education students must be placed by the existing IEP with reasonable accommodations in the receiving school.

F. The district will exercise, as deemed appropriate, the right to waive prerequisites for all courses and programs, while also maintaining its right to re-evaluate the student to ensure continued enrollment, as deemed appropriate;

G. A student whose parent/guardian is an active duty member of the uniformed services, as defined by the N.J.S.A. 18A:75A-3(a), and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting, shall be granted additional excused absences at the discretion of the superintendent to visit with his or her parent/guardian in relation to such leave or deployment of the parent/guardian;

H. An eligible student living with a noncustodial parent or other person standing in loco parentis shall be permitted to attend the school in which he or she was enrolled while living with the custodial parent without any tuition fee imposed.

G. The district may grant up to five (5) days of excused absences for military student whose parent/guardian is an active duty member of the uniformed services, as defined by the N.J.S.A. 18A:75A-3(a), and has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting.

The conditions under which the district may approve excused absences are:

1. The absence is preapproved;
2. The student is in good standing;

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN (continued)

3. The student has a prior record of good attendance;
4. Missed work is completed and turned in within the school's allotted time period; and
5. The absence is not during standardized testing dates.

Kindergarten and First Grade Entry Age

The receiving state's school district shall allow the student to continue their enrollment at grade level from the sending state's school district and promote a student that satisfactorily completed prerequisite grade level in the sending state, regardless of age.

A student transferring after the school year starts shall enter school at the same grade and course level from the accredited sending school state.

Graduation Waiver Requirements

Specific required courses shall be waived if similar course work has been satisfactorily completed.
If a waiver is denied, the superintendent shall provide an alternative means of acquiring required coursework so child may graduate on time.

Exit Exams

The district shall accept:

A. Exit or End-of-Course exams;

B. National Norm-Referenced Achievement Test;

C. Alternative Testing.

If the above alternatives cannot be accommodated then the sending and receiving state's school districts shall ensure the receipt of a diploma from the sending district, if the student meets the graduation requirements of the sending district.

Transferring Beginning or During Senior Year

If the student is ineligible to graduate after all alternatives have been considered, the sending and receiving state's school districts shall ensure the receipt of a diploma, if student meets graduation requirements of sending district.

If one of the states in question are not a member of the Compact, the member state shall use best efforts to facilitate the on-time graduation in accordance with the Waiver Requirements and Exit Exams.

NJSBA Review/Update: January 2012
Adopted: August 21, 2014

Key Words

Interstate Compact on Educational Opportunity for Military Children, Military Children, Excused Absence for Military Children

Legal References:		
N.J.S.A.	18A:11-1	General mandatory powers and duties
N.J.S.A.	18A:35-4.9	Pupil promotion and remediation; policies and procedures

EDUCATIONAL OPPORTUNITY FOR MILITARY CHILDREN (continued)

N.J.S.A. 18A:36-14, -15, -16	Religious holidays; absence of students on; effect ...
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
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N.J.S.A. 18A:38-31	Violations of article by parents or guardians; penalties
N.J.S.A. 18A:40-7	Exclusion of students who are ill
N.J.S.A. 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-9	Failure of parent to remove cause for exclusion; penalty
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 18A:75A-1 et seq.	Interstate compact on educational opportunity for military children
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:16-1 et seq.	Programs to support student development
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-8.1 et seq.	Student Attendance and Accounting
N.J.A.C. 6A:32-8.3	Student attendance

Wetherell v. Board of Education of Township of Burlington, 1978 S.L.D. 794

Wheatley v. Board of Education of City of Burlington, 1974 S.L.D. 851

C.R., on behalf of J.R., v. Board of Education of the Scotch Plains-Fanwood Regional School District, 1988 S.L.D. (June 22)

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*6147	Standards of proficiency
*6147.1	Evaluation of individual student performance
*6154	Homework/makeup work
*6171.4	Special education
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5114**
Woodbridge, New Jersey **X Monitored**
X Mandated
Policy **X Other Reasons**

SUSPENSION AND EXPULSION

While the Woodbridge Township Board of Education believes that positive approaches to acceptable behavior are usually more effective, it is sometimes necessary to penalize students for violations of school regulations to ensure the good order of the school and to teach students the consequences of disruptive behavior.

Students who indulge in disruptive behavior may be suspended or expelled. Disruptive behavior includes, but is not limited to:

A. Continued and willful disobedience;

B. Open defiance of the authority of any teacher or person having authority over a student;

C. Actions that constitute a continuing danger to the physical well-being of other students;

D. Physical assault upon another student, a teacher, or any school employee with or without a firearm or other weapon;

E. Taking, or attempting to take, personal property or money from another student whether by force or fear;

F. Willfully causing, or attempting to cause, substantial damage to school property;

G. Taking part in any unauthorized occupancy of a district facility and refusing to leave promptly when directed to do so by a person in authority;

H. Inciting others to take part in an unauthorized occupancy;

I. Inciting other students to truancy;

J. Truancy and class cutting; leaving school property without permission;

K. Poor attendance and lateness;

L. Use or possession of unsafe or illegal articles;

M. Use of any tobacco product on school property;

N. Use, possession or sale of a controlled dangerous substance, drug paraphernalia, anabolic steroids or alcohol;

O. Use of profanity or abusive language;

P. Turning in a false alarm;

Q. Tampering with or damaging property of other students or staff members;

R. Selling or buying lottery tickets or any other gambling paraphernalia on school property;

S. Harassment, intimidation and bullying.

SUSPENSION AND EXPULSION (continued)

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) with or without a weapon upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension or expulsion proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with procedures established by the Commissioner of Education.

Alternate Class Setting (ACS)

The board directs the administration to arrange facilities for ACS whenever possible. Students will be required to occupy themselves with school-related work during such assignments. No socializing shall be permitted. Students shall be counted as present in school but absent (excused) from individual classes.

General

Students on home suspension shall be counted absent (excused) unless the duration of the suspension requires home instruction.

Students under suspension are prohibited from participating in or attending any board approved activity during the period of their suspension. They may not enter the school buildings or grounds of this district without the permission of the superintendent. Any student under suspension who enters the school buildings or grounds without the permission of the superintendent may have the period of his/her suspension extended. The right to continue the suspension or to expel is reserved to the board of education, acting upon the recommendation of the administration.

Serious violations of school regulations which create a dangerous or unsafe condition for other students shall cause a student to be suspended upon the first offense.

Making up Missed Work

Students who are under suspension will be required to make up all assignments missed during the period of their suspension and will be given adequate opportunity to make up this work.

Upon their readmission, failure to complete the makeup assignments will result in a meeting with the parents/guardians. The principal or designee will notify parents/guardians by telephone and promptly send a letter regarding the telephone conversation.

Procedures

The administration shall establish, and the board shall approve, specific procedures for dealing with suspension cases. Regulations ensuring due process to all students before a suspension is imposed shall be developed with the advice of the board attorney and shall include at least:

SUSPENSION AND EXPULSION (continued)

A. Informing the student of the charges against him/her;

B. Giving the student a chance to reply to them.

These regulations shall also include safeguards for the dismissal of students suspended from school, procedures for calling prompt conference with parents/guardians, limitations on the length of suspensions, and specifics for the reinstatement of students.

Every effort shall be made to impose each suspension promptly so that the student can be returned to school with a minimum loss of school time and school work.

When the superintendent imposes a suspension, he/she must report it to the board. No suspension for reasons other than assault upon a teacher, administrator, board member or other board employee may continue beyond the second regular meeting of the board following the suspension without board action. No suspension for assault upon a teacher, administrator, board member or other board employee may be continued beyond 30 days without board action. A suspended student may be reinstated by the superintendent before board action.

Each student shall be afforded an informal hearing before the suspension or, if circumstances prohibit, as soon as possible after the suspension except that, when extraordinary circumstances involving the health and safety of the student or others in the school require immediate exclusion, the hearing may be delayed to such time as circumstances permit. Students suspended for a period of time longer than a short-term suspension shall be afforded a formal hearing before the board which shall take place not later than the second regular meeting of the board following the suspension. If the offense involves a weapon or assault with or without the weapon (as described above), the hearing shall take place not later than 30 days after the suspension occurs.

The board shall make a decision within five days of the close of the hearing. Any appeal of the board's decision shall be made to the Commissioner of Education within 90 days of the board's decision.

The board requires that such hearings shall be closed to the public. Each suspended student who has requested a formal hearing shall be restored to the regular educational program pending the outcome of the hearing, except when, in the opinion of the superintendent, the presence of the student in school poses such a danger to himself/herself or others as to warrant continued absence.

Each such student suspended from the schools of this district shall receive instruction commencing not later than five working days after the suspension occurs, except that the board may, on the recommendation of the superintendent, assign the student to an alternate educational program to meet his/her particular needs (see policy 6172 Alternative Education).

Expulsion

The board will consider expulsion only if:

A. The superintendent with his/her staff have exhausted all means of bringing about a correction of repeated misconduct; or

B. The nature of a single act presents such a clear possibility of danger to others that immediate definitive action is indicated.

The parents/guardians of the student shall be interviewed, if possible, and advised of the reasons why expulsion is being considered, of the rights of the student to a full hearing which will afford him/her procedural due process, and the right of parents/guardians to appeal to the superintendent.

SUSPENSION AND EXPULSION (continued)

The child shall remain out of school until either:

A. An appeal made to the superintendent is decided in the child's favor; or

B. The appeal (if made) has been denied and the board has met to hear the superintendent's recommendation.

If the board determines that the charges, if true, may warrant expulsion, the board will set a date for the hearing. The board attorney will arrange for the giving of legal notice to all parties concerned for the preparation and presentation of evidence in support of the charges at the hearing.

The student must receive:

A. Notification of the charges against him/her;

B. The names of the adverse witnesses;

C. Copies of the statements and affidavits of those adverse witnesses;

D. The opportunity to be heard in his/her own defense;

E. The opportunity to present witnesses and evidence in his/her own defense;

F. The opportunity to cross-examine adverse witnesses; and

G. The opportunity to be represented by counsel.

Juvenile authorities and law enforcement agencies shall be notified or consulted if necessary.

If a student younger than 18 years of age is expelled, the board shall continue to supply an educational program for him/her.

Implementation

The superintendent shall develop detailed written procedures to implement this policy. He/she shall ensure uniform and consistent application of the policy and shall report to the board as required on its effectiveness.

The chief school administrator or his or her designee shall annually evaluate district data regarding short- and long-term suspensions and expulsions and take measures as appropriate to ensure that minority and male students are not disproportionately represented in detentions, suspensions and expulsions.

When an alternative educational program is provided for a student identified as disruptive but not disabled, the superintendent shall inform the board.

Adopted:	July 1974
Revised:	December 21, 1978; May 17, 1979; June 21, 1979
NJSBA Review/Update:	December 2011
Readopted:	August 25, 2014; September 22, 2016

Key Words

Suspension, Expulsion, Student Suspension/Expulsion,

SUSPENSION AND EXPULSION (continued)

Legal References:

N.J.S.A. 2C:12-1	Definition of assault
N.J.A.C. 2C:39-1(f)	Definition of firearm
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:37-1 et seq.	Discipline of students
See particularly:	
N.J.S.A. 18A:37-2.1 through -2.5, 18A:37-7 through -12	
N.J.S.A. 18A:40A-1 et seq.	Substance abuse
See particularly:	
N.J.S.A. 18A:40A-9, -10, -11, -12	Zero Tolerance for Guns Act
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.3, -4.3, -5.1, -5.5, -5.6, -5.7	
N.J.A.C. 6A:30-1.1et seq.	Evaluation of the Performance of School Districts

18 U.S.C.A. 921, Definition of firearm

20 U.S.C.A. 1400 et seq. - Section 504 of the Rehabilitation Act of 1973

P.L. 103-382, Improving America's Schools Act of 1994

Goss v. Lopez, 419 U.S. 565, 581 (1975)

Tibbs v. Franklin Township Board of Education, 114 N.J. Super. 287 (App. Div.) aff'd 59 NJ 506 (1971)

R.R. v. Shore Reg. Board of Education, 109 N.J. Super. 337 (Ch. Div. 1970)

H.A. v. Board of Education Warren Hills Regional, 1976 S.L.D. 336

82: July 28, C.F. v. Board of Education of the Upper Freehold Regional School District

Honig v. Doe, 484 U.S. 305 (1988)

Somerset County Educational Services Commission v. North Plainfield Board of Education 1999 S.L.D. September 7

State in re G.S. 330 N.J. Super. 383 (Ch. Div. 2000)

P.L. 2010, c.122 amended N.J.S.A. 18A:37-2 to include harassment, intimidation or bullying as a good cause for suspension or expulsion.

See also Commissioners' Decisions indexed under "Students—Punishment of" in Index to N.J. School Law Decisions

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

SUSPENSION AND EXPULSION (continued)

D.H. o/b/o/ Minor Child, G.H. v. West Orange Twp. Bd. of Educ., EDU 127-07, Final Decision (April 5, 2007), http://www.state.nj.us/education/legal/commissioner/2007/apr/124-07.pdf

J.G. o/b/o/ J.G. v. Secaucus Bd. of Educ., EDS 9178-03, Final Decision (Feb. 26, 2004), http://njlaw.rutgers.edu/collections/oal/final/eds09178-03_1.html

Possible Cross References:

*5113	Absences and excuses
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*6154	Homework/makeup work
*6164.2	Guidance services
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5117**
Woodbridge, New Jersey

Policy

SCHOOL ATTENDANCE AREAS

It shall be the policy of the Woodbridge Township School District that children attend the schools that serve the appropriate attendance area established by the board of education.

Transfers shall not be permitted, except that the superintendent of schools or his/her designee, may place a student in a school other than the one that serves the area in which he/she lives based only upon the following:

A. Significant disciplinary issues.

B. Legal change of a child's domicile within the Woodbridge Township School District occurring after December 31st of the school year in progress as follows:

   1. The child shall be permitted to complete the school year at his or her original school, only if requested by the child's parents/guardians. If such request is made, transportation shall be the responsibility of the child's parents/guardians; and
   2. The child shall attend the school that serves the new area of residence beginning on the first day of the following new school year.

   (If a domicile move occurs prior to December 31st of the school year in progress, the child shall attend the school that serves the child's new area of residence.)

The superintendent may give consideration to a parent's request for a student transfer if there is a unique family hardship or other serious matter. Transportation will not be provided if the transfer is approved.

Those students who have received approval to change schools may apply to attend the next level "feeder" school (i.e. Elementary School to Middle School, Middle School to High School) only by written request of the parents/guardians with the understanding that transportation will not be provided.

Transfers will not be approved if sufficient room is not available at the school/grade being requested.
All transfers are granted with the understanding that enrollment at a school outside the student's regular attending area may be revoked by the superintendent or his/her designee for good cause, e.g. failure to comply with the school's expectations for student behavior.

Adopted:	September 10, 1974
Revised:	December 21, 1978; June 10, 2004; September 16, 2010
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Student Attendance, Attendance, School Assignments; Public School Choice

Legal References:	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification

Possible Cross References:	*5111	Admission
	*5113	Attendance, absences and excuses

SCHOOL ATTENDANCE AREAS (continued)

*Indicates policy is included in the Critical Policy Reference Manual.

NONRESIDENTS

The Woodbridge Township Board of Education shall operate the schools of this district for the benefit of all children resident in the district and such others as may be admitted, pursuant to statute and policy of the board. The board reserves the right to verify the residency of any student and the validity of any affidavit of guardianship. Documentation required to prove eligibility to attend the schools of this district shall be in accord with policy 5111 Admission and the administrative code.

Future Residents

When a family expects to move into a house in the township prior to November 1st of the school year and requests that the student be permitted to start the year in the Woodbridge schools, he/she may do so. However, tuition charges between the period of registration and November 1 will be assessed. Payment of these charges will be expected at the time of registration. If the family moves into the district on or before November 1, these charges will be returned in full to the family. If the family fails to move into Woodbridge on or before November 1, these charges will be kept and additional tuition shall be assessed for all days after November 1 until such time as the family enters residence in the Township.

Parents/guardians of children who are future residents shall be required to demonstrate proof of the anticipated residency. The board reserves the right to verify such claims, and to remove from school a nonresident student whose claim cannot be verified.

Former Residents

Children of parents moving out of the district after April 1st will be permitted to finish the year without charge.

Parents moving from the district prior to April 1st but wishing their children in grades below 12 to continue in school will be charged the full tuition rate from the date of departure until the end of the school year.

When the family of a 12th grade student moves out of the township after the opening of school and requests permission to allow her/him to remain until graduation, he/she may do so without payment of tuition.

Students who are in grade 10 or 11 and whose parents move from the district have the option of paying tuition and remaining in the district schools until graduation.

Children of Nonresident Staff Members

Children of nonresident employees of the board may be enrolled in the schools of this district on payment of tuition and in accordance with policy for other nonresident students.

Foreign Exchange Students

The board may admit foreign exchange students into district schools in order to promote cultural awareness and understanding among students.

The board may accept exchange students on a J-1 visa who reside within the district as participants in group-sponsored exchange programs approved by the board. Tuition may be waived for students on a J-1 visa.

The board may accept privately sponsored exchange students on an F-1 visa for attendance only in secondary schools upon payment of tuition at the established district rate. Tuition cannot be waived for

NONRESIDENTS (continued)

students on an F-1 visa, and attendance in district schools shall not exceed 12 months. Students attending the schools of this district on an F-1 visa may not participate in any adult-education programs sponsored by the board under any circumstances.

All potential organizations or individuals applying for admission shall forward the request to the superintendent by July 1 preceeding the school year of attendance. Foreign exchange students shall comply with all immunization requirements for students of this district. The superintendent shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission.

Homeless Students

The district will determine the educational placement of homeless students in each child's best interest and respond to appeals concerning them made by parents/guardians or other parties in accordance with New Jersey statutes and administrative code, as well as pertinent federal law. The district will designate a "homeless student liaison" to help the homeless student enroll in school, make sure that the homeless student is enrolled and attending school, and see that the district meets federal and state requirements for educating homeless students.

Other Nonresident Students

Other nonresident students may be admitted to this district on payment of tuition and availability of space.

The superintendent shall develop procedures for the enrollment of nonresident children that allow admission of such children only on the proper application of parent/guardian; verify claims of residency and submission of affidavits of guardianship; deny admission where the educational program maintained for the children of this district is inadequate to meet the needs of the applicant; do not exclude any child, otherwise eligible, on the basis of such child's race, color, creed, national origin, affectional or sexual orientation, atypical hereditary cellular or blood trait of any individual or ancestry; and make continued enrollment of any nonresident student contingent upon maintaining good standards of citizenship and discipline.

When a child must either relocate to or from this district because his/her parent/guardian is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States and has been ordered into active service, the child shall be eligible to attend the schools of this district without paying tuition. The district shall not be responsible for transporting the child.

The superintendent or his/her designee shall recommend to the board for its approval the admission of qualified applicants.

The board shall not be responsible for the transportation to or from school of any nonresident students, except as may be required by state or federal law.

The board shall annually determine tuition rates for nonresident students.

With the exceptions above, the board of education will not accept non-resident students on a tuition basis, except for good cause and special reasons. The superintendent may recommend to the board for board approval the placement of such students.

Adopted:	October 20, 1975
Revised:	October 9, 1980; October 20, 1994
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

NONRESIDENTS (continued)

Key Words

Nonresidents, Tuition Student, Affidavit Student, Homeless Student

Legal References:

N.J.S.A. 18A:7F-45	Definitions
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:36B-14 et seq.	Interdistrict Public School Choice Program Act of 1999
N.J.S.A. 18A:38-1 et seq.	Attendance at school free of charge
See particularly:	
N.J.S.A. 18A:38-2, 38-3, 38-8, 38-9	
N.J.S.A. 18A:46-20	Receiving students from outside district; establishment of facilities
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:12-1.3 et seq.	Interdistrict Public School Choice
N.J.A.C. 6A:17-1.1 et seq.	Students at Risk of Not Receiving a Public Education
N.J.A.C. 6A:22	Student residency
See particularly:	
N.J.A.C. 6A:22-3	Eligibility to attend school
N.J.A.C. 6A:22-3.1	Students domiciled within the school district
N.J.A.C. 6A:23A-19.2	Method of determining the district of residence
N.J.A.C. 6A:23A-19.3	Address submission for determining the district of residence

8 U.S.C. 1101 - Illegal Immigrant and Immigration Responsibility Act of 1997

Board of Education of the Borough of Englewood Cliffs v. Board of Education of the City of Englewood, 132 NJ 327; cert. denied, 510 U.S. 991 (1993); subsequent listing 333 N.J. Super. (App. Div. 2000)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

J.A. v. Board of Education of South Orange/Maplewood, 318 N.J. Super. 512 (App. Div 1999)

Possible Cross References:

3240	Tuition income
*5111	Admission
*5114	Suspension and expulsion
6142.5	Travel and exchange programs
*6151	Class size

*Indicates policy is included in the Critical Policy Reference Manual.

FOSTER CARE AND EDUCATIONAL STABILITY

The board recognizes that children placed in foster care, including resource family homes or other out-of-home placements, have special needs. The board is committed to ensuring cooperation and collaboration with the New Jersey Department of Children and Families (DCF) to minimize further disruptions in the lives of these children and promote their educational stability. The chief school administrator is directed to oversee the development of effective partnerships between the schools of this district and child welfare officials to support the educational needs of children in out-of-home placements within the community, and also provide a framework to support a broader range of children in need of prevention, intervention and referral services.

The Federal Fostering Connections to Success and Increasing Adoptions Act of 2008 (P.L. 110-351) requires educational stability for children placed in foster care including resource family homes or other out-of-home placement. When the Division of Child Protection and Permanency (DCP&P) or other State authorized agency places a child in foster care including resource family homes or other out-of-home placement there shall be a presumption that the child shall remain in the school currently attended by the child, unless DCP&P or other State authorized agency determines that this is not in the best interest of the child. In the event that it is determined that the present school district placement is not in the child's best interest, the child shall be immediately enrolled in the new school district, and the mandated student records shall be provided to the new school district in accordance with law (N.J.A.C. 6A:32-7.5 et seq.) and board policy (5125 Student Records). Even if the child is unable to produce records typically required for enrollment, the child shall be immediately enrolled.

Foster care means 24-hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes. Out-of-home placement is a temporary placement for a child, made by a State agency (Child Protection and Permanency) or State authorized agency (Youth Case Management/YCM, Care Management Organization/CMO or Unified Care Management), in a group home category placement or resource family home, where care of the child is deemed necessary to protect the child's safety and well-being.

Roles and Responsibilities

A. The chief school administrator shall ensure that ongoing communication and collaboration with the Department of Children and Families (DCF) is maintained to support the following goals:

   1. Children remain in their current school when it is determined that it is in their best interest, and to the extent feasible and appropriate, the children remain in their current school while this determination is being made by DCF;
   2. Children enter school ready to learn;
   3. Children receive supports and services to participate in all aspects of school and to prevent school dropout, truancy, and disciplinary actions;
   4. Children are engaged in their education, are empowered to advocate for their educational needs and pursuits, and receive supports and services to ensure a successful transition into adulthood;
   5. Children with disabilities are located, identified and evaluated for eligibility for special education and section 504 services and, if eligible, shall receive services in accordance with their IEP or section 504 plan;
   6. DCF and the district collaborate to support and improve the well-being of children.

B. DCP&P employees shall have access to student records, including those that are relevant to current and ongoing child welfare investigations. It is not required to have the written consent of the parent or adult

student, or a court order, to release student records to DCP&P or other representatives of a State or local child welfare agency pursuant to P.L. 112-278, S.2, the Uninterrupted Scholars Act;

C. The chief school administrator shall designate at least one school district liaison to act as the primary contact person between the schools in the district and child welfare authorities with regard to general information sharing, the development of mutual training and other cooperative efforts (N.J.A.C. 6A:16-11.1(a)6). The responsibilities of the district liaison may include:

1. Facilitating school registration, placement, educational planning, support services, collaboration and problem resolution that may include but are not limited to:

   a. Healthcare planning (see policies 5141 Student Health and 5141.21 Administration of Medication);
   b. Child study team referral and assessment;
   c. Intervention and referral services as necessary and appropriate;
   d. Ensuring continuity of individualized education program (IEP) as appropriate;

2. Serving as the point person for communication, collaboration, information sharing and resource identification;
3. Acquiring knowledge about outside systems and resources, which may require attendance at cross-trainings offered at state and local levels;
4. Overseeing district staff's implementation of the Interagency Guidance Manual with DCF staff and the local memorandum of agreement (MOA) if developed;
5. Participating in turnkey county-offered trainings and activities that foster collaboration, communication and problem resolution between the education and child welfare communities; and
6. Coordinating with DCP&P to provide the required training of school district employees, volunteers and interns (N.J.A.C. 6A:16-11.1(a)8).

District of Residence and Tuition

The district of residence is responsible for continuing to educate a child within its own district or paying tuition for a child attending school in another district, and for providing for any needed transportation. Five school days after the best interest determination has been made, the district of residence must make transportation arrangements for the child. The district of residence shall bear the cost of providing the transportation.

A. Placement in a resource family home:

1. If a child was placed in a resource family home prior to September 9, 2010, the district of residence shall be the district in which the resource family parents reside. If such a child in a resource family home is subsequently placed in a State facility or by a State agency, the district of residence of the child shall then be determined as if no such resource family placement had occurred;
2. If a child was or is placed in a resource family home on or after September 9, 2010, the district of residence shall be the present district of residence of the parent or guardian with whom the child lived prior to the most recent placement in a resource family home.

B. Placement in residential State facilities

When a child is placed in a residential State facility, or has been placed by State agencies in a group home, skill development home, private school or out-of-State facility, the district of residence shall be the present district of residence of the parent or guardian with whom the child lived prior to his most recent admission to a State facility or most recent placement by a State agency.

C. If the district of residence cannot be determined, or if the criteria identify a district of residence outside of the State, or if the child has resided in a domestic violence shelter or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child (N.J.S.A. 18A:7B-12).

FOSTER CARE AND EDUCATIONAL STABILITY (continued)

Transportation

A. Transportation for students living in group homes shall be the responsibility of the resident district board of education as detailed above and according to law (N.J.S.A. 18A:7B-12);

B. Transportation for students placed in a resource family home on or prior to September 9, 2010 shall be the responsibility of the resident district board of education in which the resource family home is located and shall follow the requirements of law (N.J.S.A. 18A:39-1 et seq.) and board policy 3541.1 Transportation Routes and Safety.

C. For students removed from the custody of their parent or legal guardian and placed in a resource family home or moved from placement in one resource family home to another after September 9, 2010:

1. The school district of residence for the student is the school district in which the student's parent or legal guardian was living at the time of the student's placement;
2. When a student is placed in a resource family home that is located within the student's school district of residence, the school district of residence shall provide transportation services; and
3. When a student is placed in a resource family home that is located outside of the student's school district of residence, the school district in which the resource family home is located shall arrange for transportation services in consultation with the school district of residence. The school district of residence shall be responsible for the cost of transportation.

Transferring Student Records

When a child is placed in foster care including a resource family home or other out-of-home placement and newly enrolls in the district, the chief school administrator or his or her designee shall immediately contact the school of origin to obtain relevant academic and other records. The request for records shall be submitted in writing within 10 school days of enrollment. The chief school administrator or his or her designee shall also ensure records of students who are required to transfer to another school district as a result of foster placement, are transferred expeditiously and in accordance with law (N.J.A.C. 6A:32-7.5) and board regulations.

Implementation

The chief school administrator shall oversee the development of procedures for collaboration with DCP&P and tuition reimbursement to avoid barriers to immediate enrollment.
Date:

ADOPTED: ` January 26, 2017

Key Words

Foster Care, Resource Family Home, Out-of-Home Placement, DCP&P, Child Welfare, Liaison

Legal References:		
	N.J.S.A. 18A:7B-12	Determination of district of residence
	N.J.S.A. 18A:7F-24	Submission of budget for educational programs in State facilities
	N.J.S.A. 18A:7F-43 et seq.	School Funding Reform Act of 2008
	See particularly:	
	N.J.S.A. 18A:7F-49	Determination of base per pupil amount; grade level weights
	N.J.S.A. 18A:36-19a.	Student records
	N.J.S.A. 18A:36-25.1	Certified copy of birth certificate required for enrollment in school, records
	N.J.S.A. 18A:39-1 et seq.	Transportation to and from schools
	N.J.S.A. 30:4C-26	Placing child in resource family home or institution
	N.J.S.A. 30:4C-26b	Child in resource family home, determination of school placement

N.J.A.C. 6A:8-4.3	Accountability
N.J.A.C. 6A:14-1 et seq.	Special education
See particularly:	
N.J.A.C. 6A:14-2.2	Surrogate parents, wards of the State and foster parents
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-8.1	Establishment of intervention and referral services
N.J.A.C. 6A:16-11.1	Reporting potentially missing , abused or neglected children and attempted or completed suicide
N.J.A.C. 6A:22-3.4	Proof of eligibility
N.J.A.C. 6A:22-4.1	Registration forms and procedures for initial assessment and enrollment
N.J.A.C. 6A:23A-17.1	Method of determining tuition rates for regular public schools
N.J.A.C. 6A:32-7.1 et seq.	Student records
See particularly:	
N.J.A.C. 6A:32-7.5	Access to student records

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Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Fostering Connections to Success and Increasing Adoptions Act, Pub. L. 110-351

Memorandum, Re: Ensuring Educational Stability for Children in Foster Care; the New Jersey Commissioner of Education: October 4, 2016, located at: https://homeroom5.doe.state.nj.us/broadcasts/2016/OCT/03/15303/Ensuring%20Educational%20Stability%20for%20Children%20in%20Foster%20Care.pdf

Memorandum, Re: Interagency Guidance Manual to Improve Educational Outcomes of Children in Out-of-Home Placement; the New Jersey Commissioner of Education: October 4, 2016, located at: http://www.nj.gov/education/students/safety/edservices/stability/outcomes_memo.pdf

Improving the Educational Outcomes of Children in Out-of-Home Placements: An Interagency Guidance Manual; The New Jersey Department of Children and Families, 2013.
Located at: http://www.nj.gov/education/students/safety/edservices/stability/outcomes.pdf

Possible Cross References:

*3541.1	Transportation Routes and Services
*5111	Admission
*5125	Student Records
*5141	Health
*5141.3	Health Examinations and Immunizations
*5141.21	Administrating Medication
*6164.1	Intervention and Referral Services
*6164.2	Guidance Counseling
*6164.4	Child Study Team
*6171.1	Remedial Instruction
*6171.3	At-risk and Title 1 (parent involvement)
*6171.4	Special Education

*Indicates policy is included in the Critical Policy Reference Manual.

TRANSFERS

General

All transfers into the Woodbridge Township Schools shall be in accord with file code 5111 Admission. Students transferring into the district are expected to present copies of records from the previously attended school (or district) to aid in placement. Also required are proof of immunizations and proof of identity.

Parents/guardians of students or adult students transferring from the district shall notify the principal in a timely manner of their intention to leave the district.

Student records shall be transferred between superintendents within the time frame prescribed by law.

Unsafe School Choice Option

If a school in the district is identified as "persistently dangerous" by the State Department of Education, all students in that school shall be offered on a space available basis the option of transferring into another school in the district that has not been so designated. Parents/guardians shall be notified within 15 calendar days after the district is notified of the school's status, and all transfers shall be completed by the beginning of the school year following. To the extent possible, transfers shall be into schools in the district that are making adequate yearly progress. Students may remain in the school into which they have transferred until the school of origin is no longer identified as "persistently dangerous."

In addition, any student who becomes a victim of a violent criminal offense while in school or on school grounds shall be offered the option of transferring into a safe school within the district. The student shall be given the option within 10 days of the incident, and the transfer shall occur within 30 days of determination that the student was a victim. Applicable definitions and criminal offenses shall be as listed in the statewide policy.

Transportation may be provided to students transferring out of "persistently dangerous" schools and student victims of violent criminal offenses.

If the board cannot offer a safe school alternative within the district to students choosing to transfer out of a "persistently dangerous" school or to a student who has been a victim of a violent criminal offense, the superintendent shall attempt to establish an agreement with a neighboring district. The board shall review and approve any agreement prior to its application.

The superintendent shall ensure that the district complies with all requirements of federal law and the state department of education. He/she shall prepare regulations to implement this policy.

NJSBA Review/Update: December 2011
Adopted: August 21, 2014

Key Words

Transfers, Persistently Dangerous Schools, Victims of Violent Crimes

Legal References:

N.J.S.A. 18A:7B-12	District of residence; determination
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-25.1	Proof of child's identity required for enrollment; transfer of record between districts
N.J.S.A. 18A:36B-1 et seq.	Interdistrict Public School Choice Program Act of 1999

TRANSFERS (continued)

N.J.S.A. 18A:38-8	Duty to receive students from other districts
N.J.A.C. 6A:12-3.2	Criteria to guide the Commissioner's approval of choice program applications
N.J.A.C. 6A:23A-19.2	Method of determining the district of residence
N.J.A.C. 6A:32-8.2	School enrollment

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible Cross References:

*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5141.3	Health examinations and immunizations

*Indicates policy is included in the Critical Policy Reference Manual.

ASSESSMENT OF INDIVIDUAL NEEDS

Each pupil shall be assessed upon entrance into the district's schools and beginning in grade three shall be assessed annually thereafter, to identify pupils not meeting district proficiency levels.

The chief school administrator shall develop procedures to implement a program of individual pupil needs assessment that shall include but not be limited to:

A. Identifying district needs as the basis for development of mandated goals, development of staff inservice programs, selecting and approving instructional materials, staffing;

B. Identifying and determining the needs of:

1. Gifted and talented pupils;
2. Disruptive pupils;
3. Disaffected pupils;
4. Potential dropouts;
5. Students who exhibit one or more potential indicators of dyslexia or other reading disability;
6. Pupils who require basic skills improvement programs;
7. Pupils with limited English proficiency;
8. Pupils who may require formal referral to the child study team for classification.

Policies addressing these specific groups and appropriate educational programs for them are listed in the cross references to this policy.

C. Disseminating results of such assessments to parents/guardians and to appropriate staff and state and federal agencies as required without invading the privacy of the individual pupil;

The chief school administrator/designee shall review all individual assessment procedures annually to ensure that they serve the purposes for which they are intended. At all times, these procedures shall be in full conformity with federal and state law.

Dyslexia Assessment

"Dyslexia" means a specific learning disability that is 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.

The board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

The board shall ensure that 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 by the board. The screening shall be conducted no later than the student's completion of the first semester of the second grade.

Students newly enrolling in the district or transferring into the district in kindergarten or grades one through six who exhibit potential indicators of dyslexia or other reading disabilities and who have not been previously assessed, shall be assessed using the board selected age-appropriate screening instruments. Students shall be assessed at the same time as other students enrolled in the student's grade if feasible. If other students enrolled in the student's grade have previously been screened, the assessment shall be conducted within 90 calendar days of the date the student is enrolled in the district.

Potential indicators of dyslexia or other reading disabilities include, but are not be limited to:

A. Difficulty in acquiring language skills;

B. Inability to comprehend oral or written language;

C. Difficulty in rhyming words;

D. Difficulty in naming letters, recognizing letters, matching letters to sounds, and blending sounds when speaking and reading words;

E. Difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and

F. Trouble in replication of content.

The screening shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities. If the results of the assessment substantiate that the student possesses one or more potential indicators of dyslexia or other reading disabilities, the student shall receive a comprehensive assessment for the learning disorder. If the diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, appropriate evidence-based intervention strategies shall be provided to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

Adopted: August 21, 2014
NJSBA Review/Update:
Readopted: October 16, 2014, June 16, 2016

Key Words

Pupil Assessment; Assessment of Individual Needs; Dyslexia, Reading Disability

Legal References:

N.J.S.A. 18A:7A-10	Evaluation of performance of each school
N.J.S.A. 18A:40-5.1	Definitions relative to reading disabilities
N.J.S.A. 18A:40-5.2	Distribution of information on screening instruments
N.J.S.A. 18A:40-5.3	Screening for dyslexia, other reading disabilities
N.J.S.A. 18A:40-5.4	Comprehensive assessment for learning disorder
N.J.A.C. 6A:8-3.1 et seq.	Implementation of the Core Curriculum Content Standard
N.J.A.C. 6A:8-4.1 et seq.	Implementation of the Statewide Assessment System
See particularly: N.J.A.C. 6A:8-4.1(d), -4.3(c)(d), -4.4	
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:10-1.1 et seq.	Educator effectiveness

ASSESSMENT OF INDIVIDUAL NEEDS (continued)

See particularly:	
N.J.A.C. 6A:10-2.4	Evaluation procedures for all teaching staff members
N.J.A.C. 6A:10-5.1 et seq.	Components of principal evaluation
N.J.A.C. 6A:10-8.1	Evaluation of the chief school administrator
N.J.A.C. 6A:14-1.1et seq.	Special Education
See particularly:	
N.J.A.C. 6A:14-1.3, 3.3, 3.4, 3.8, 4.11, 4.12	
N.J.A.C. 6A:15-1.1 et seq.	Bilingual Education
See particularly:	
N.J.A.C. 6A:15-1.3, -1.10, -1.11	
N.J.A.C. 6A:16-8.1	Establishment of intervention and referral services
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1	Definitions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1100	Communicating with the public
*1120	Board of education meetings
*2240	Research, evaluation and planning
*4131/4131.1	Staff development; inservice education/visitations/conferences
*5111	Admission
5119	Transfers
*5124	Reporting to parents/guardians
*5125	Pupil records
*6010	Goals and objectives
*6141	Curriculum design/development
*6142.2	English as a second language; bilingual/bicultural
*6146	Graduation requirements
*6146.2	Promotion/retention
*6147	Standards of proficiency
*6147.1	Evaluation of individual student performance
*6160	Instructional services and resources
6161	Equipment, books and materials
*6161.1	Guidelines for evaluation and selection of instructional materials
*6164.2	Guidance services
*6164.4	Child study team
*6171.1	Remedial instruction
*6171.2	Gifted and talented
*6171.3	At-risk and Title 1
*6171.4	Special education
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

REPORTING TO PARENTS/GUARDIANS

The Woodbridge Township Board of Education believes that the cooperation of school and home is vital to the growth and education of the whole child. It recognizes its responsibility to keep parents/guardians informed of student welfare and progress in school.

The board directs the establishment of a system of reporting student progress that shall include written reports, student-teacher conferences, and parent/guardian-teacher conferences. If the parent/guardian's primary language is other than English, translation shall be provided whenever possible.

The superintendent shall develop procedures for reporting student progress which:

A. Use various methods of reporting appropriate to grade level and curriculum content;

B. Ensure that both student and parent/guardian receive ample warning of a pending grade of "failure" or one that would adversely affect the student's status;

C. Enable the scheduling of parent/guardian-teacher conferences in such places and at such times as will ensure the greatest degree of participation by parents/guardians;

D. Specify the issuance of report cards at intervals of not less than four times during the school year and issuance of deficiency notices as required during the school year;

E. Ensure the continual review and improvement of methods of reporting student progress to parents/guardians and involve students, staff and parents/guardians in that review.

A record shall be kept indicating the legal custodian of each student, so that reports can be made to and conferences arranged with the proper person.

Parental Notification

The superintendent shall develop regulations to ensure that parents/guardians are notified in all instances when the law and/or the best interests of the student and the district require it.

Adopted: February 14, 1980
NJSBA Review/Update: December 2011
Readopted: August 21, 2014

Key Words

Parents/Guardians; Reporting to Parents/Guardians; Role of Parents/Guardians

Legal References:

N.J.S.A. 18A:7E-2 through -5	School report card program
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:35-4.9	Pupil promotion and remediation; policies and procedures
N.J.S.A. 18A:40A-12	Reporting of students under influence or believed to be using anabolic steroids; examination report, return home; treatment; evaluation of possible need and

REPORTING TO PARENTS/GUARDIANS (continued)

	referral
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:8-4.3	Accountability
N.J.A.C. 6A:8-4.5	Public reporting
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:14-1.1 et seq.	Special Education
See particularly:	
N.J.A.C. 6A:14-1.1, -2.3, -2.4, -2.5, -2.6, -3.5, -7.9	
N.J.A.C. 6A:15-1.1 et seq.	Bilingual Education
See particularly:	
N.J.A.C. 6A:15-1.13, -1.15	
N.J.A.C. 6A:16-1.4	District policies and procedures
N.J.A.C. 6A:30-1.1et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-7.1(d, k)	General considerations
N.J.A.C. 6A:32-12.1	Reporting requirements

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1000/1010	Concepts and roles in community relations; goals and objectives
*1120	Board of education meetings
*1250	Visitors
*2224	Nondiscrimination/affirmative action
*3542.31	Free or reduced-price lunches/milk
*5020	Role of parents/guardians
*5113	Absences and excuses
*5114	Suspension and expulsion
*5120	Assessment of individual needs
*5125	Pupil records
*5126	Awards for achievement
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.3	Health examinations and immunizations
*5142	Pupil safety
*5145.12	Search and seizure
*5200	Nonpublic school students
*6010	Goals and objectives
*6142.1	Family life education
*6142.2	English as a second language; bilingual/bicultural
*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
*6146	Graduation requirements
*6164.2	Guidance services
*6164.4	Child study team
*6171.1	Remedial instruction
*6171.3	At-risk and Title 1
*6171.4	Special education
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5125**
Woodbridge, New Jersey **X Monitored**
X Mandated
Policy **X Other Reasons**

STUDENT RECORDS

The Woodbridge Township Board of Education shall conform in all respects to the requirements of state and federal law regarding gathering, maintaining, securing, disclosing, allowing access to and destruction of student records.

The superintendent shall be responsible for the security of student records maintained in the school district. He/she shall formulate and the board shall review administrative procedures to guarantee the safety and security of all student records, and to provide authorized persons and organizations access to these records at a convenient place and time within the limits stipulated by law, i.e., within 10 days of the request but prior to any review or hearing conducted in accordance with state board of education regulations.

Student records shall include all those mandated by the New Jersey administrative code or state statutes, or authorized by administrative directives, and such permitted records as the board of education shall authorize by resolution at a regular public meeting in order to promote the educational welfare of the student. Records so authorized must comply with code standards as to relevance and objectivity.

The board of education shall report annually at a public meeting a description of the types of student records it has authorized certified school personnel to collect and maintain.

Student records shall contain only such information as is relevant to the education of the student, and is objectively based on the personal observations or knowledge of the originator of the record.

All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.

Parents/guardians and adult students shall be **made aware** of their rights in regard to student records. Such rights include:

A. Notification of rights in writing, in dominant language of parent/adult student, if possible. When the parent or adult student's dominant language is not English, or the parent/adult student is deaf, the district shall provide interpretation of the record in the dominant spoken or sign language;

B. Copies of applicable state and federal laws and local policies made available on request;

C. Should the parental rights of one or the other parent/guardian be terminated by a court of appropriate jurisdiction, it is the responsibility of the person/agency having legal custody to notify the district that the right to review student records should be denied the person whose rights have been terminated;

D. Parents/guardians or adult students have the right to seek to include in the records material they think pertinent or to seek exclusion from the records of material that is untrue, irrelevant to the student's present educational situation or otherwise improperly contained in the student's record. Parents/adult students have the right to request an immediate stay of disclosure pending final determination of the challenge procedure. They also have the right to challenge the district's granting or denial of access to the student's records.

The superintendent shall devise procedures to review such requests. These procedures shall include an appeal process as required by New Jersey administrative code.

STUDENT RECORDS (continued)

Student Information Directories

The district shall compile, publicize and make available a "student information directory" as defined in the administrative code. Such directory information and school facilities shall be available to educational, occupational and military recruiters as required by law.

The district must notify parents/guardians and adult students annually in writing of their rights in regard to student participation in educational, occupational and military recruitment programs.

Such rights include:

A. Notification of these rights in writing, in dominant language of parents/guardians or adult student;

B. A 10-day period in which to submit a written statement to the superintendent prohibiting the district from including any or all types of information about the student in any student information directory before allowing access to such directory and school facilities to educational, occupational and military recruiters pursuant to statute;

C. A 10-day period to submit a written statement to the superintendent excluding information from any school directory for official use;

D. Copies of applicable state and federal laws and local policies will be made available on request.

District Review of Student Records

The superintendent shall require all permitted student records of students currently enrolled in the regular educational program to be reviewed annually by certified school personnel to determine the educational relevance of the material contained therein. The reviewer shall cause to be deleted from the records data no longer descriptive of the student or educational situation.

Such information shall be destroyed and shall not be recorded elsewhere nor shall a record of such deletion be made.

Such data may not be removed from the record of a disabled student without prior parental notice.

Records of Classified Students

All records of disabled students shall be maintained in accordance with administrative code and established procedures that will ensure proper accessibility and confidentiality.

A special confidential file shall be maintained listing the code numbers assigned to disabled students on whose behalf the board of education must take public action. Motions concerning disabled students shall be anonymous and refer to this confidential file. This shall be maintained in accordance with N.J.A.C. 6A:32-7.

Parents/adult students or designees shall be permitted to inspect and review the contents of the student's record maintained by the district without unnecessary delay and before any meeting regarding the student's IEP. Any consent required for disabled students under N.J.A.C. 6A:32-7 shall be obtained according to N.J.A.C. 6A:14-1.3 “Consent” and N.J.A.C. 6A:14-2.3.

Transfer of Student Records

A. The superintendent shall request records of a newly enrolled student from the district of previous attendance as soon as possible after enrollment, but in any case within the time limit prescribed by the

administrative code;

B. The superintendent shall forward mandated student records as soon as possible upon receipt of the request from the superintendent of the district to which the student has transferred, but in any case within the time limit prescribed by the administrative code. Permitted records shall be forwarded in the same manner at the same time if parental permission was given at the time the student's parents/guardians informed the district of the transfer;

Permitted Access to Student Records

A nonadult student may assert rights of access only through his/her parent/guardian. However, certified school personnel may, in their discretion, disclose student records to nonadult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.

A parent/guardian or adult student shall either have access to or be specifically informed about only that portion of another student's record that contains information about his/her own child or himself/herself.

A student record may be withheld from a parent of a student under 18 or from an adult student only when the district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court may be withheld.

The board shall limit access to, disclosure of and communication regarding student records and health records to authorized organizations, agencies or persons as defined by code.

Particular attention shall be paid to the development of procedures whereby student records are made accessible to assigned secretarial and clerical staff in the performance of their duties, and to compliance with requirements for the security of computerized student records that will limit access to authorized persons. Limited access shall be granted to secretarial and clerical personnel under the direct supervision of certified school personnel to those portions of the record and to the extent necessary to record data and conduct routine clerical tasks.

The district may make a charge for copies.

School personnel are not prohibited from disclosing information in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with this policy all individuals shall adhere to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and 20 U.S.C. 1232g; 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions of Access

No student record shall be altered or destroyed during the time period between a request to review the record and the actual review of the record. Those from outside the school whose access requires consent of parents/adult students must submit the request in writing, together with any required authorization, to the superintendent/designee. District regulation shall be developed in accordance with code to ensure that records are not altered, damaged or lost during inspection, and that records of access granted are complete.

Retention and Destruction of Records

The superintendent shall develop regulations in accordance with the administrative code concerning retention and destruction of student records. No additions may be made to the record after the graduation or

permanent departure of a student without the prior written consent of the parent/adult student.

New Jersey district of last enrollment must keep in perpetuity: name, name of parents/guardians, date of birth, gender, citizenship, address, phone number, health history and immunization, standardized assessment and test answer sheet (protocol), grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

Liability

Liability shall not be attached to any member, officer or employee of the board of education permitting access or furnishing student records in accordance with these rules and regulations. It shall be the responsibility of the superintendent to keep abreast of all changes in state and federal law and regulation concerning student records.

Adopted:	October 13, 1977
Revised:	December 21, 1978; January 18, 1990; March 29, 1990; December 9, 2009
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Student Records, Records, Special Education Student Records

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-19.1	Military recruiters; access to schools and student information directories
N.J.S.A. 18A:36-35	Disclosure of certain student information on Internet prohibited without parental consent
N.J.S.A. 18A:40-4	Examination for physical defects and screening of hearing of students; health records
N.J.S.A. 18A:40-19	Records and reports of tuberculosis testing; disposition; inspection
N.J.S.A. 26:5C-7 through -14	Acquired Immune Deficiency Syndrome
N.J.S.A. 47:1A-1 et seq.	Examination and copies of public records (Open Public Records Act)
N.J.S.A. 47:3-15 et seq.	Destruction of Public Records Law
N.J.S.A. 52:17B-9.8a through -9.8c	Marking of missing child's school record
N.J.A.C. 6A:8-4.2	Documentation of student achievement
N.J.A.C. 6A:14-1.1 et seq. See particularly: N.J.A.C. 6A:14-1.3, -2.3, -2.9, -7.9	Special Education
N.J.A.C. 6A:16-1.1 et seq. See particularly: N.J.A.C. 6A:16-1.4, -2.2, -2.4, -3.2, -5.4, -6.5, -10.2	Programs to Support Student Development

STUDENT RECORDS (continued)

N.J.A.C. 6A:30-1.1et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1	Definitions
N.J.A.C. 6A:32-7.1 et seq.	Student records
N.J.A.C. 6A:32-8.1	School register
N.J.A.C. 6A:32-14.1	Review of mandated programs and services
N.J.A.C. 8:61-1.1	Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)
N.J.A.C. 15:3-2	State records manual

20 U.S.C.A. 1232g - Family Educational and Privacy Rights Act

42 U.S.C.A. 4541 et seq. - Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1980

42 CFR Part II

Owasso Independent School District No. I-001 v. Falvo, 534 U.S. (2002)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1110	Media
*1120	Board of education meetings
3543	Office services
*3570	District records and reports
*5113	Absences and excuses
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5142	Student safety
*6145.1/6145.2	Intramural competition; interscholastic competition
*6147.1	Evaluation of individual student performance
*6164.2	Guidance services
*6171.4	Special education
*9322	Public and executive sessions

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP SCHOOL DISTRICT **FILE CODE: 5125.1**

POLICY

ELECTRONIC STUDENT DATA AND RECORDS

The board recognizes that every device and application with a connection to the Internet potentially collects student data including district email systems, use of virtual learning communities in the classroom and video-recording apps used in class via digital tablets. In order to protect the privacy of district students and staff in compliance with law the following guidelines will be used for overseeing the maintenance and management of electronic district records.

The Family Educational Rights and Privacy Act (FERPA) prohibits school districts from disclosing, except in limited instances, personally identifiable information (PII) contained in student education records without the consent of the parent or eligible student. Educational records may include a range of written and electronic files. The board presumes that all data created by students, teachers, and staff related to students is an education record governed by FERPA and therefor directs the chief school administrator to take precautions to retain control over such data.

Under FERPA, elementary and secondary education records include records, files, documents, and other materials that contain information directly related to a student; and are maintained by the district or by a person acting for the district (see: 20 U.S.C. § 1232g(a)(4)(A)). Generally, FERPA requires that schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (see: 34 CFR § 99.31):

A. School officials with legitimate educational interest;

B. Other schools to which a student is transferring;

C. Specified officials for audit or evaluation purposes;

D. Appropriate parties in connection with financial aid to a student;

E. Organizations conducting certain studies for or on behalf of the school;

F. Accrediting organizations;

G. To comply with a judicial order or lawfully issued subpoena;

H. Appropriate officials in cases of health and safety emergencies; and

I. State and local authorities, within a juvenile justice system, pursuant to specific State law.

Many new technologies are likely to result in the storage or transmission of information that is considered an education record under FERPA. Although storing student information in the Cloud is permitted under FERPA schools are required to manage education records and student PII securely.

Contracting Practices

The district shall only retain the services of third-party technology providers who contractually agree to store and use data in compliance with FERPA and other laws as applicable for the privacy and confidentiality of information. The chief school administrator in consultation with the school attorney shall ensure the development contract language for board approval that is consistent with the district FERPA requirements. The chief school administrator or his or her designee shall work with third-party technology providers on how data should be handled, used and with whom it can be shared.

ELECTRONIC STUDENT DATA AND RECORDS (continued)

Authorized Access to the District Network

A. Internet Filters

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet or other forms of electronic communications, and to restrict access to inappropriate information (see board policy 6142.10 Internet Safety and Technology).

B. Access Security

The chief school administrator in consultation with the IT director shall ensure that staff members and other authorized users of the district network are assigned appropriate access permission consistent with legitimate job responsibilities and that restrict unauthorized access to confidential information.

Authorized Access

According to the best practices suggested by the US Department of Education, the chief school administrator shall only authorize staff to use services in which the terms of service allow the school/district to retain enough control, and provide sufficient parental notice, to invoke the “school official” exception under FERPA.

The “school official” exception may include a contractor, consultant, volunteer, or other party to whom the district has outsourced institutional services or functions that the school or district would otherwise have used its own employees to perform. The district may use the “school official” exception for disclosure of education records to online service providers only when reasonable methods are set up to ensure that the service provider/school official accesses only student records in which:

A. It has a legitimate educational interest;

B. The service provider is under the direct control of the district with regard to the use and maintenance of the records; and

C. The provider uses FERPA-protected information only for the purposes for which the disclosure was made (34 C.F.R. § 99.33,a) and refrains from disclosure to other parties without authorization.

Use of Social Media and Interactive Technology in the Classroom

The chief school administrator or his or her designee shall review and approve instructional materials and resources including the use of social media and other interactive internet learning opportunities in accordance with board policy 6161.1 Guidelines for the Evaluation and Selection of Instructional Materials. Teaching staff members shall be required to have the approval of the chief school administrator before introducing online interactive learning opportunities in the classroom. The chief school administrator in consultation with the IT director shall review and approve for classroom use only virtual learning opportunities, online learning communities, social media sites and other interactive online activities that are consistent with district FERPA requirements, support the core content areas of the class or grade, and are consistent with other board policies regarding student internet safety.

Data and Privacy

The chief school administrator in consultation with the IT director and members of the technology team shall ensure that the data systems, security measures, and support systems that protect the district network are in place, maintained and updated so that a range of accurate, reliable data sets and associated reports are available, on demand, to authorized users only. The chief school administrator or his or her designee may oversee the data and privacy of the district network by:

A. Reviewing and evaluating policies, procedures, and practices that address the privacy and security of data, and the use of data, technologies, and the Internet that meet or exceed legal requirements and federal guidelines;

B. Performing regular network systems penetration checks that verify that the district's digital data systems provide for secure data collection, analysis, reporting, storage, exchanges, and archiving for authorized users;

C. Using evidence-based reasoning and data-driven decision making in the purchase and application of network security systems including hiring qualified staff or consulting companies to set up and oversee district security measures;

D. Educating all staff and students in the procedures and skills for accessing and using the district network and online educational resources according to the school policies and procedures for safety and acceptable use;

E. Training staff on data analysis to inform instruction, curriculum, assessment, and professional practices;

F. Implementing educational programs for students and staff that teach Internet safety and ethical and responsible digital citizenship; and

G. Consistently, clearly, and regularly communicating with students, parents, and the community about privacy rights and district policies and practices with respect to student data privacy, including annual notification to parents regarding the types of information transferred to Cloud service providers.

Adopted: December 17, 2015

Key Words

Student Records, Electronic Records, FERPA, Data, Student Records, Records

Resources used in policy development:

US Department of Education, "*Family Educational Rights and Privacy Act (FERPA)."*
http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html

National School Boards Association, *"Data in the Cloud: A Legal and Policy Guide for School Boards on Student Data Privacy in the Cloud Era,"* (April 2014).
http://www.nsba.org/sites/default/files/Data_In_The_Cloud_Guide_NSBA_COSA_02-09-15.pdf

Legal References:		
N.J.S.A.	2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A.	18A:36-19	Pupil records; creation, maintenance and retention, security and access; regulations; nonliability
N.J.S.A.	18A:36-19a	Newly enrolled students; records and identification
N.J.S.A.	18A:36-19.1	Military recruiters; access to schools and student information directories
N.J.S.A.	18A:36-35	Disclosure of certain student information on Internet prohibited without parental consent
N.J.S.A.	18A:40-4	Examination for physical defects and screening of hearing of students; health records
N.J.S.A.	18A:40-19	Records and reports of tuberculosis testing; disposition; inspection
N.J.S.A.	26:5C-7 through -14	Acquired Immune Deficiency Syndrome
N.J.S.A.	47:1A-1 et seq.	Examination and copies of public records (Open Public Records Act)
N.J.S.A.	47:3-15 et seq.	Destruction of Public Records Law

ELECTRONIC STUDENT DATA AND RECORDS (continued)

N.J.S.A. 52:17B-9.8a through -9.8c	Marking of missing child's school record
N.J.A.C. 6A:8-4.2	Documentation of student achievement
N.J.A.C. 6A:14-1.1 et seq.	Special Education
See particularly: N.J.A.C. 6A:14-1.3, -2.3, -2.9, -7.9	
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.4, -2.2, -2.4, -3.2, -5.4, -6.5, -10.2	
N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-2.1	Definitions
N.J.A.C. 6A:32-7.1 et seq.	Student records
N.J.A.C. 6A:32-8.1	School register
N.J.A.C. 6A:32-14.1	Review of mandated programs and services
N.J.A.C. 8:61-2.1	Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)
N.J.A.C. 15:3-2	Records retention

20 U.S.C.A. 1232g - Family Educational Rights and Privacy Act

42 U.S.C.A. 4541 et seq. - Comprehensive Alcohol Abuse and Alcoholism Prevention Treatment and Rehabilitation Act of 1980

42 CFR Part II

Owasso Independent School District No. I-001 v. Falvo, 534 U.S. (2002)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1110	Media
*1120	Board of education meetings
3543	Office services
*3570	District records and reports
*5113	Absences and excuses
*5124	Reporting to parents/guardians
*5125	Student records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5142	Student safety
*6145.1/6145.2	Intramural competition; interscholastic competition
*6147.1	Evaluation of individual student performance
*6164.2	Guidance services
*6171.4	Special education
*9322	Public and executive sessions

*Indicates policy is included in the Critical Policy Reference Manual.

AWARDS FOR ACHIEVEMENT

General

The Woodbridge Township Board of Education believes that student achievement should be recognized at all levels in a manner appropriate to the student's accomplishment.

The board directs the superintendent/designee to develop criteria and procedures for presenting awards to students for scholarship and outstanding accomplishments in the arts, athletics and citizenship.

The superintendent shall review and advise the board on acceptance of proposed trophies, prizes, scholarships or other awards from nonschool donors. Any such proposed award shall be free from bias as outlined in the district's affirmative action policies.

Criteria regarding eligibility and selection for awards shall be disseminated annually to all students and parents/guardians.

Academic Recognition

The board directs the superintendent/designee to establish criteria and procedures for placing students on the academic honor rolls.

Athletic Awards

The Woodbridge Township Board of Education has always recognized the importance of athletics in the development of youth. The board of education considers it worthwhile to acknowledge the good sportsmanship and team spirit necessary for the development of winning teams.

The board of education deems it appropriate to give special recognition to outstanding athletes and athletic teams for both boys and girls in the district; therefore, appropriate plaques shall be given to athletic directors and coaches, and certificates to team members and managers, both male and female, on the senior high school level for all interscholastic teams approved by the board of education.

Recognizing achievement by granting awards is a valid educational practice. However, it is important that the procedures for deciding who gets awards shall be consistent with sound educational practices and not subject to individual capriciousness and judgment.

This is consistent with the goals of the district which state that the district should help every student to appreciate his/her own worth and potential and help them achieve a sense of pride in work accomplished. Furthermore, they state that the district should provide a fair system of evaluating students, programs, and individualized educational experiences.

Therefore:

A. Criteria for the granting of awards in each athletic area should be written and approved by the superintendent of schools;

AWARDS FOR ACHIEVEMENT (continued)

B. The criteria for the granting of awards should be objective;
C. The criteria should be published and made known to all participants in the program prior to the onset of the season; and

D. The decision about granting the awards should be made by more than one person.

The superintendent and/or his/her designee, together with the faculty sponsors of each sport, shall prepare guidelines, rules, and regulations for the implementation of this policy.

Service Participation

School service groups shall be recognized for participation in order to emphasize the importance of good citizenship in school life as outlined in the course of study.

Adopted:	August 19, 1974; December 15, 1975
Revised:	August 16, 1976; December 21, 1978; January 23, 2003
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Awards, Student Achievement Awards, Academic Awards, Athletic Awards, Honor Roll

Legal References:

N.J.S.A.	18A:36-20	Discrimination; prohibition
N.J.S.A.	18A:71A-9	Higher education; student assistance authority

Possible Cross References:

*1322	Contests for students
*3280	Gifts, grants and bequests
*5120	Assessment of individual needs
*5125	Student records
*5127	Commencement activities
*5131	Conduct/discipline
*6145.1/6145.2	Intramural competition; interscholastic competition
*6147	Standards of proficiency

*Indicates policy is included in the Critical Policy Reference Manual.

COMMENCEMENT ACTIVITIES

The Woodbridge Township Board of Education endorses graduation activities and ceremonies. The date of graduation shall annually be recommended by the superintendent and approved by the board.

Graduation shall not occur prior to completion of the required 180 days of student instruction.

Guidelines for Graduation Year Activities

Student participation in special graduation year activities will require conduct of the highest caliber in all school situations.

Criteria for exclusion from these activities concern consistent behavioral patterns and shall include, but not be limited to:

A. Consistent involvement in disciplinary action(s);

B. Suspension.

The final decision shall be made by the superintendent.

Students and parents/guardians shall be given advance notification of these criteria.

Voting Information and Registration

Prior to graduation, the board of education shall provide a voter registration form and material describing the role of a citizen and the importance of voting to each eligible high school student.

Graduation Procedures and Ceremonies

No student shall be barred from participation in graduation ceremonies for arbitrary or discriminatory reasons. A student who may be prevented from participation and his/her parents/guardians shall be so notified in advance and no later than ten days prior to the close of the school year.

When a student or his/her parents/guardians experiences financial hardship and is unable to pay the costs of participation in graduation ceremonies, the board shall assume the costs of the following items:

A. Rental or purchase of cap and gown;

B. Participate in Project Graduation;

C. Other, as may be determined by the board.

Financial hardship shall be defined by eligibility standards for free and reduced price meals under the state school lunch program.

The board reserves the right to deny participation in graduation activities when extreme circumstances warrant it. Such denial shall be treated in the same manner as a suspension and the student so affected

COMMENCEMENT ACTIVITIES (continued)

shall be afforded the rights of review provided in policies of this board.

The board reserves the right to withhold a diploma and transcripts until all fines are paid.

Awarding of Diplomas

The president of the board of education and/or another designated member of the board shall award the diplomas. Board members and former board members shall be afforded the opportunity to award diplomas to their own children.

The board shall not prevent, or otherwise deny participation in, constitutionally protected prayer in any district school, consistent with guidance issued by the United States Department of Education and applicable judicial decisions interpreting the religion clauses of the First Amendment of the U.S. Constitution.

NJSBA Review/Update: December 2011
Adopted: August 21, 2014

Key Words

Commencement Activities, Graduation Ceremonies, Voting, Voting Registration

Legal References:

N.J.S.A. 18A:7C-5.1	Boards of education prohibited from excluding students from graduation ceremony or from obtaining yearbook for inability to pay fees
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:36-18	Books containing organic laws at graduation
N.J.S.A. 18A:36-27	Voting information
N.J.S.A. 18A:37-2	Causes for suspension or expulsion of students
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:8-5.1 et seq.	Implementation of Graduation Requirements
N.J.A.C. 6A:16-7.1 et seq.	Student Conduct

Ballato v. Long Branch Board of Education, 1990 S.L.D. (August 20)

Lee v. Weisman, 112 S. Ct. 2649 (1992)

R.L. v. Kingsway Regional Board of Education, 95 NJAR 2d (EDU) 296

D.C. v. Parsippany Troy Hills Board of Education, 96 NJAR 2d (EDU) 697

DO'G v. Ridgefield Park Board of Education, 96 NJAR 2d (EDU) 820

R.F. v. Park Ridge Board of Education, 97 NJAR2d (EDU) 1

American Civil Liberties Union v. Blackhorse Pike Regional Board of Education, 84 F. 3d 1471 (3d Cir. 1996)

Possible Cross References:

*5113	Absences and excuses
*5114	Suspension and expulsion
*5126	Awards for achievement

COMMENCEMENT ACTIVITIES (continued)

*5131	Conduct/discipline
*6111	School calendar
*6115	Ceremonies and observances
*6141.2	Recognition of religious beliefs and customs
*6146	Graduation requirements

*Indicates policy is included in the Critical Policy Reference Manual.

CONDUCT/DISCIPLINE

The Woodbridge Township Board of Education ("Board") believes that an effective instructional program requires an orderly school environment and that the effectiveness of the educational program is, in part, reflected in the behavior of students. The board approved code of student conduct is established to achieve the following purposes:

A. Foster the health, safety, and social and emotional well-being of students;

B. Support the establishment and maintenance of civil, safe, secure, supportive and disciplined school environments conducive to learning;

C. Promote achievement of high academic standards;

D. Prevent the occurrence of problem behaviors;

E. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and

F. Establish parameters for consistent responses to violations of the code of student conduct that take into account, at a minimum, the severity of offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors as appropriate.

The board of education expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment. Students are required to conform to reasonable standards of socially acceptable behavior; respect the person, property and rights of others; obey constituted authority and respond to those who hold that authority.

The board of education believes that standards of student behavior must be set cooperatively by interaction among the students, parents/guardians, staff and community, producing an atmosphere that encourages students to grow in self-discipline. Such an atmosphere must include respect for self and others, as well as for district and community property.

Board policy requires each student of this district to adhere to the rules and regulations established by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. The chief school administrator shall provide to students and their parents/guardians the rules of this district regarding student conduct and the sanctions that may be imposed for breach of those rules. Provisions shall be made for informing parents/guardians whose primary language is other than English.

The chief school administrator shall establish the degree of order necessary to the educational program in which students are engaged.

Code of Conduct

The superintendent shall oversee the development of and the board shall approve a code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The code of conduct may be based on parent/guardian~~,~~ and student. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board shall direct development of detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

The board requires each student of this district to adhere to the Code of Student Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

A. Conform to reasonable standards of socially acceptable behavior;

B. Respect the person and property of others;

C. Preserve the degree of order necessary to the educational program in which they are engaged;

D. Respect the rights of others;

E. Obey constituted authority and respond to those who hold that authority; and

F. Respect diversity and value equity.

The content of the Code of Student Conduct, at a minimum, shall include:

A. A description of student responsibilities that includes expectations for academic achievement, behavior and attendance;

B. A description of behaviors that will result in suspension or expulsion;

C. A description of the students' rights to:

1. Advance notice of behaviors that will result in suspensions or expulsions;
2. Education that supports student development into productive citizens;
3. Attendance in safe and secure school environment;
4. Attendance in school irrespective of marriage, pregnancy, or parenthood;
5. Due process and appeal procedures in accordance with law and board policy;
6. Parent notifications consistent with board policy and law for law enforcement interviews (5145.11 Questioning and Apprehension), short-term and long-term suspension (5114 Suspension and Expulsion), due process and appeal procedures, and attendance (5113 Attendance, Absences and Excuses);
7. Records and privacy protections (5125 Student Records).

D. A description of comprehensive behavioral supports that promote positive student development and assist each student in fulfilling the district behavioral expectations established including:

1. Positive reinforcement for good conduct and academic success;
2. Supportive interventions and referral services;
3. Remediation of problem behavior that takes into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and
4. Behavioral interventions and supports for students with an IEP or accommodation plans.

CONDUCT/DISCIPLINE (continued)

E. A description of responses to violations of behavioral expectations that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors that shall:

   1. Include a continuum of actions designed to remediate and, where necessary or required by law, to impose sanctions;
   2. Be consistent with other responses as required by law for serious offences including firearms, weapons and assault offenses;
   3. Ensure that the code of student conduct is applied equitably without regard to race, color, religion, ancestry, national origin, nationality, sex, gender, sexual orientation, gender identity or expression, marital, domestic-partnership, or civil-union, mental, physical, or sensory disability, or any other distinguishing characteristic;
   4. Be consistent with the provisions of N.J.S.A. 18A:6-1 regarding the corporal punishment of pupils.

F. Expectations and consequences consistent board policies and procedures 5113 Attendance, Absences and excuses and 5131.1 Harassment, Intimidation and Bullying;

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

A student may be denied privileges such as participation in extracurricular activities, school functions, sports, graduation exercises or other privileges as disciplinary sanctions in order to maintain the order and integrity of the school environment.

Student Discipline, Suspension And Expulsion

Students who display chronic behavioral or academic problems may be referred to the child study team by the chief school administrator for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.2, N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.4. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

The chief school administrator or his or her designee shall take appropriate measures to ensure that minority and male students shall not be disproportionately represented in detentions, suspensions, and expulsions.

The Code of Student Conduct shall provide for degrees of discipline including detention, an alternative class setting program, out-of-school suspension, behavioral probation, and expulsion.

In addition to any penalty that the board may impose, students may have criminal charges brought against them by the board or its administrators if the misconduct warrants such action.

A. Pursuant to N.J.S.A. 18A:37-1 et seq., causes for suspension or expulsion of a student include, among others:

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

B. Acts of violence or threats of physical harm to staff members or their property cannot be tolerated; therefore, disciplinary action up to and including expulsion may be taken against students guilty of such acts in accordance with the following:

1. Any student who threatens physical harm to staff members or their property will be subject to immediate suspension from the school setting consistent with the student's due process rights.
2. Any student who physically attacks a staff member or willfully damages a staff member's personal property will be subject to immediate suspension from school consistent with the student's due process rights and a recommendation made to the Superintendent that an expulsion hearing be conducted by the board.
3. In any case involving an assault upon a staff member by a student, a police complaint will be signed against the student.

C. In situations where a student has exhibited aggressive behavior towards his/her peers, **or** where a student has committed a bias act, appropriate action to be taken may include:

1. Discipline;
2. Loss of privilege(s);
3. Referral to a Child Study Team;
4. Notification to the Director of Student Access & Engagement; and/or
5. Removal from the assigned school and assignment to another educational setting.
   (See also: Harassment, Intimidation, and Bullying Prevention.)

D. In any disciplinary action, the student is entitled to due process. The procedures for student suspension and expulsion are set forth in policy 5114. In general, a student's due process rights include:

1. A statement in writing by the teacher or individual making the complaint of the reason or reasons for the proposed discipline;
2. Presentation to the student by an administrator of the allegations made against him/her;
3. A full opportunity given to the student to state his/her position;
4. Contact with the student's parent(s) or guardian(s) by telephone **or** by letter;
5. A conference with parents, student, and administrator.

E. Students suspended for a long term suspension (more than 10 school days) shall be afforded a formal hearing before the board.

1. The formal hearing before the board shall be conducted by the board or delegated by the board to a board committee or to a school administrator for the purpose of determining facts and/or making recommendations. The board as a whole shall receive and consider either a transcript or detailed report on such hearing before taking final action. The hearing shall:

    a. Include the opportunity for the student to confront and cross-examine witnesses, when there is a question of fact, and present his or her own defense and produce oral testimony or written supporting affidavits.
    b. Take place no later than 30 calendar days following the day the student is suspended from the general education program;
    c. Not be subject to the provisions of the "Open Public Meetings Act;" and
    d. Result in a decision by the board, which at a minimum, shall be based on the preponderance of competent and credible evident.

2. The board shall provide a written statement to the student's parents of the board's decision within five school days after the close of the hearing that includes, at a minimum:

    a. The charges considered;
    b. A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the board at the hearing;
    c. Factual findings relative to each charge and the board's determination of each charge;
    d. Identification of the educational services to be provided to the student;
    e. The terms and conditions of the suspension; and
    f. The right to appeal the board's decision regarding the student's general education program to the Commissioner of Education.

3. The board shall ensure the student's immediate return to the general education program if at any time it is found that the general education student is not guilty of the offense;
4. For a student with a disability found not guilty of the offense, the student's program shall be determined in accordance with the provisions of N.J.A.C. 6A:14-1.1 et seq. ("Special Education"); and
5. At the completion of a long-term suspension, the board shall return the general education student to the general education program.

F. Suspension of general education students may not be continued beyond the board's second regular meeting following the suspension, unless the board so determines.

1. The board shall determine whether or not to continue the suspension based on the following criteria:

    a. The nature and severity of the offense;
    b. The board's removal decision;
    c. The results of any relevant testing, assessments or evaluations of the student; and
    d. The recommendation of the superintendent, principal or director of the alternative educational program or home or other out-of-school instruction program in which the student has been placed.

2. In the event of cancellation of the first or second regular board meeting, action on the continuation of the suspension shall be considered at the next board meeting.
3. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall review the case at each subsequent board meeting for the purpose of determining:

    a. The status of the student's suspension;
    b. The appropriateness of the current educational program for the suspended student; and
    c. If the suspended student's current placement should continue or if the student should return to the general education program.

CONDUCT/DISCIPLINE (continued)

4. When the board votes to continue the suspension of a general education student, the board, in consultation with the superintendent, shall make the final determination on:

   a. When the student is prepared to return to the general education program;
   b. Whether the student shall remain in an alternative education program or receive home or other in-school or out-of-school instruction; or
   c. Whether to initiate expulsion proceedings.

G. The board shall make decisions regarding the appropriate educational program and support services for the suspended general education student, at a minimum, based on the following criteria:

   1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate;
   2. The results of any relevant testing, assessments or evaluations of the student;
   3. The student's academic, health and behavioral records;
   4. The recommendation of the superintendent, principal or other relevant school or community resource; or
   5. Consultation with the Intervention and Referral Services team, as appropriate.

H. The board shall provide a general education student suspended under this section with an appropriate educational program or appropriate educational services until the student graduates from high school or reaches the age of 20.

   1. The educational program shall be consistent with the regulations of the State Board of Education concerning regular or special education students, whichever is applicable; or
   2. The educational services provided, either in school or out of school, shall be comparable to those provided in the public schools for students of similar grades and attainments.

I. For a student with a disability who receives a long-term suspension, the board shall proceed in accordance with N.J.A.C. 6A:14-2.8 in determining or changing the student's educational placement to an interim or alternate educational setting.

   1. All procedural protections set forth in N.J.A.C. 6A:14-1.1 et seq. shall be afforded to each student with a disability who is subjected to a long-term suspension.
   2. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
   3. The provisions of F through H above shall not apply to students with disabilities.

J. The length of suspension depends upon the nature of the infraction. The Office of the Superintendent shall be informed monthly of all suspensions of five days or less duration. No suspension may exceed five days unless the superintendent has been informed and has given his/her consent.

K. No suspended student may leave the building to go home unless permission to leave has been granted by a parent or a parent takes the student home. If the administrator has been unable to contact the parents, the student must remain in school until dismissal.

L. From the time a student is notified of the suspension he/she shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students suspended shall not be eligible for attendance at any other school, with the exception of an alternate educational program, for the duration of such disciplinary action, unless otherwise determined by the Office of Special Services. The student is considered to be reinstated at the beginning of the school day following the last day of the suspension.

M. Every student has the right to make-up the class work missed during the period of his/her suspension. The record of absence during the period of suspension shall be made part of the student's permanent attendance record.

CONDUCT/DISCIPLINE (continued)

N. Students may be disciplined for conduct that occurs away from school grounds, including, but not limited to, on a school bus or at a school-sponsored function consistent with the board's Code of Student Conduct. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds. This authority shall be exercised only when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.

Substance Abuse

In accordance with statute and code, penalties shall be assigned for use, possession and distribution of proscribed substances and drug paraphernalia. The penalties shall be graded according to the severity of the offense in accordance with policy 5131.6 Substance Abuse. Infractions shall be reported to the local law enforcement agency in accordance with the district's memorandum of agreement. Confidentiality shall be protected in accordance with federal and state law.

Hazing - Definitions

"Hazing" means conduct in connection with an initiation of applicants to or members of a student or fraternal organization where a person knowingly or recklessly:

A. Causes, coerces, or otherwise induces another person to commit an act that violates federal or State criminal law;

B. Causes, coerces, or otherwise induces another person to consume any food, liquid, alcoholic liquid, drug or other substance which subjects the person to a risk of emotional or physical harm or is otherwise deleterious to the person's health;

C. Subjects another person to abuse, mistreatment, harassment, or degradation of a physical nature, including, but not limited to, whipping, beating, branding, excessive calisthenics, or exposure to the elements;

D. Subjects another person to abuse, mistreatment, harassment, or degradation of a mental or emotional nature, including, but not limited to, activity adversely affecting the mental or emotional health or dignity of the individual, sleep deprivation, exclusion from social contact, or conduct that could result in extreme embarrassment;

E. Subjects another person to abuse, mistreatment, harassment, or degradation of a sexual nature; or

F. Subjects another person to any other activity that creates a reasonable likelihood of bodily injury to the person.

Hazing shall not include any reasonable and customary athletic, law enforcement, or military training; contests; competitions; or events (section 1 of P.L.1980, c.169 N.J.S.A. 2C:40-3).

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, club or service, social or similar group, whose members are primarily minors, students, or alumni of the organization.

Hazing - Policy

Hazing activities of any type are prohibited at all times regardless of whether the conduct occurs on or off school property or outside of school hours. No student, parent/guardian, coach, sponsor, volunteer, or district employee shall plan, direct, encourage, assist, permit, condone, ignore, or tolerate any form of hazing.

CONDUCT/DISCIPLINE (continued)

The board shall ensure that students are informed of this anti-hazing policy, including the rules, penalties, and program of enforcement under the policy. The policy shall be posted on the accessible district Internet website.

Reporting Hazing

Hazing is a disorderly persons offense. However, hazing is a crime of the third degree if an actor commits an act defined by law (section 1 of P.L.1980, c.169 N.J.S.A. 2C:40-3) which results in death or serious bodily injury to another person and is a crime of the fourth degree if the actor commits an act which results in bodily injury to another person. Local law enforcement shall be contacted.

In addition to any other sanctions or penalties that the district and/or local law enforcement may impose, a student or fraternal organization, that knowingly or recklessly promotes or facilitates a person to commit an act of hazing prohibited by board policy and law, shall be subject to a fine of not less than $1,000 or more than $5,000 for an initial violation, and a fine of not less than $5,000 or more than $15,000 for each subsequent violation.

Students, parents/guardians, administrators, coaches, volunteers, and district employees should immediately report hazing conduct to the building principal or their designee. All complaints of hazing shall be investigated promptly by the chief school administrator or his or her designee.

A person, student or fraternal organization, and another person acting in concert with the person, organization, or institution, shall be immune from prosecution if the person, or an employee, officer, or other agent acting on behalf of the organization or institution, as the case may be:

A. Called 9-1-1, or otherwise contacted school security, police, or emergency services, and reported that a person was in need of medical assistance due to an act of hazing;

B. The caller provided the caller's name and, if applicable, the name of the person acting in concert with the caller to the 9-1-1 operator or other recipient of the emergency contact;

C. The caller was the first to make the 9-1-1 report or other emergency report; and

D. The caller and, if applicable, the person acting in concert with the caller remained on the scene with the person in need of medical assistance until assistance arrived and cooperated with the emergency services on the scene.

In addition to any other applicable immunity or limitation on civil liability, a law enforcement officer or other official empowered to act as an officer for the arrest of offenders against the laws of this State, or a prosecutor, who, acting in good faith, arrested or charged a person who is thereafter determined to be entitled to immunity from prosecution shall not be subject to any civil liability for the wrongful arrest or charge.

CONDUCT/DISCIPLINE (continued)

Discipline

Individuals and/or groups found to have committed or participated in hazing another student or students shall be subject to disciplinary action.

The penalties for violations of the hazing policy may include:

A. The withholding of diplomas or transcripts pending compliance with the rules;

B. The rescission of permission for the organization or group, whose student members are being penalized under the anti-hazing policy, to operate on school property or to otherwise operate under the sanction or recognition of the school district; and

C. The imposition of probation, suspension, dismissal, or expulsion.

A penalty imposed on a student found to have committed or participated in hazing another student or other students shall be in addition to penalties imposed for violating the code of student conduct or any other school rule which the violator may be subject to. This policy shall apply to each act conducted on or off school property if the acts are deemed to constitute hazing.

Harassment, Intimidation, And Bullying

A. The board acknowledges that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, demonstrating traits of good character and refusing to tolerate harassment, intimidation or bullying.

B. The board prohibits any student from engaging in any act or behavior of harassment, intimidation, or bullying towards other students in accordance with policy 5131.1.

"Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds, at any school-sponsored function or on a school bus, or off school grounds in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students and that:

1. A reasonable person should know, under the circumstances, will have the effect of physically or mentally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or mental harm to his/her person or damage to his/her property; or

2. Has the effect of insulting or demeaning any student or group of students; or

3. Creates a hostile educational environment by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager, that takes place on school grounds, at any school-sponsored function or on a school bus**,** or is communicated or circulated during school by either the original student or other students.

CONDUCT/DISCIPLINE (continued)

C. The board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

D. The board believes that standards for student behavior must be set cooperatively through interaction among the students, parents/guardians, staff and community members, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for the board and community property on the part of students, staff and community members.

E. The board believes that the best discipline is self-imposed, and that it is the responsibility of staff to use disciplinary situations as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent discipline problems and encourage students' ability to grow in self-discipline.

F. The board is committed to a policy that identifies those students who become involved in any act or behavior of harassment, intimidation, or bullying. In determining the appropriate response to students who commit one or more acts of harassment, intimidation or bullying, school administrators should consider the following factors: the age, developmental and maturity levels of the parties involved, the degrees of harm, the surrounding circumstances, the nature and severity of the behaviors, past incidences or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. In determining remedial measures, school administrators should consider various personal and environmental factors. Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that appropriate consequences and remedial responses should be determined, consistent with the case law, Federal and State statutes, regulations and policies and board policies and procedures.

G. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the individuals committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response at the classroom, school building or school district levels or by law enforcement officials.

H. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the conduct and the school's response to the conduct, in the context of acceptable student behavior and the consequences of such conduct, and to involvement of law enforcement officers, including school resource officers, as appropriate.

I. Parents and students may anonymously report an incident of harassment, intimidation, or bullying. Disciplinary action may not be based solely on the basis of an anonymous report.

J. The board will not tolerate any reprisal or retaliation against any person who reports an act of harassment, intimidation or bullying. School employees, students, and volunteers must not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who provides reliable information about an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature and circumstances of the act, in accordance with case law, Federal and State statutes and regulations and Board policies and procedures.

K. The board prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying. Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation or bullying range from positive behavioral interventions up to and including suspension or expulsion. Appropriate remedial action takes into account the nature of the

behavior, the developmental age of the student, the student's history of problem behaviors and performance, and may include the following:

1. A behavioral assessment or evaluation including, but not limited to, a referral to the child study team, as appropriate; and
2. Supportive interventions and referral services, including those at N.J.A.C. 6A:16-8;

L. Consequences for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance.
M. Consequences and appropriate remedial action for a school employee found to have falsely accused another as a means of harassment, intimidation or bullying shall include discipline in accordance with board policies, procedures and agreement.
N. Consequences and appropriate remedial action for a visitor or volunteer, found to have falsely accused another as a means of harassment, intimidation or bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act, including reports to appropriate law enforcement officials.
O. Notice of the board's policy will appear in any board publication that sets forth the comprehensive rules, procedures, and standards of conduct for schools within the school district and in any student handbook. Provisions shall be made for informing parents/ guardians whose primary language is other than English.
P. The superintendent may in his or her discretion establish bullying prevention programs, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members.
Q. The board shall:

1. Annually review the training needs of district staff for the effective implementation of the harassment, intimidation and bullying policies, procedures, programs and initiatives of the board and implement staff training programs consistent with the annual review of training needs and the findings of the annual review and update of the Code of Student Conduct, as determined appropriate by the board.

   Information regarding the board's policy against harassment, intimidation, or bullying shall be incorporated into the board's employee training program.

2. Develop a process for annually discussing the board's harassment, intimidation or bullying policy with students; and
3. Annually review the extent and characteristics of harassment, intimidation and bullying behavior in the school buildings of the school district and implement programmatic or other responses, if determined appropriate by the board.

   The programs or other services shall be planned in consultation with parents, students and other community members, including appropriate community-based social and health provider agencies, law enforcement officials, school employees, school volunteers, students and school administrators, as appropriate.

Threatening Behavior Prevention

The board recognizes that school personnel must take seriously all suggestions, demonstrations, or communications of threatening behavior. When confronted with an actual situation in which threatening behavior or ideation is present, immediate mobilization of all appropriate resources is paramount.

Racial and Bias Incidents

The building principal will report racial and bias harassment incidents to Student Access & Engagement and the County Prosecutor as appropriate.

Authority of School Personnel

CONDUCT/DISCIPLINE (continued)

The building principal shall have the authority to assign discipline to students, subject to the rules and regulations of the superintendent and to the student's due process rights to notice, hearing, and appeal. Teaching staff members and other employees of this board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of the board.

Detaining Students

No student is to be detained at the elementary school or middle school level after the close of the regular school day unless the student's parent(s) have been contacted and informed that the student is going to be detained. Notification to parent(s) is the responsibility of school personnel. Notification should be made prior to the departure of school buses. If parent cannot be contacted, the student should be detained on another day. It shall be the responsibility of the superintendent to promulgate guidelines to implement this policy.

Students with Disabilities

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP and accommodation plans. However, before disciplining a classified student, it must be determined that:

A. The student's behavior is not primarily caused by his/her educational disability;

B. The program that is being provided meets the student's needs.

Staff shall comply with state and federal law and the regulations of the New Jersey administrative code in dealing with discipline and/or suspension of all students with disabilities.

Student Behavioral Infractions

Students who display chronic behavioral or academic problems may be referred to the child study team by the principal for an evaluation to determine disability or the need for other services. Such referrals shall be in strict accordance with the due process regulations prescribed by the administrative code. Students so identified shall be provided with appropriate programs and services as prescribed by the child study team.

A student whose presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, may be suspended in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5, following due process. However, one incident alone is not sufficient cause for an expulsion.

Any student who commits an assault (as defined by N.J.S.A. 2C:12-1) upon a board member, teacher, administrator or other employee of the board of education shall be suspended from school immediately according to procedural due process, and suspension in accordance with N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.3 or expulsion in accordance with N.J.A.C. 6A:16-7.5. However, one incident alone is not sufficient cause for an expulsion. Proceedings shall begin no later than 30 calendar days from the date of the student's suspension.

Weapons Offenses

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction pending alternative education program placement and shall be entitled to a hearing before the board. The hearing shall take place no later than 30 days following the day the student is removed from the regular education program

CONDUCT/DISCIPLINE (continued)

and shall be closed to the public.

The principal shall be responsible for the removal of such students and shall immediately report them to the superintendent. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program, in accordance with N.J.A.C. 6A:16-5.5(i).

Teaching staff members and other employees of this board having authority over students shall take such lawful means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this board.

Policy and Procedure Development, Review and Dissemination

The standards and procedures developed to implement this policy shall be aligned with the board approved code of student conduct and accepted board approved core ethical values. Policies, standards and procedures shall be based on parent, student and community involvement which represents, where possible, the composition of the schools and community, in accordance with N.J.A.C. 6A:16-7.1.

This policy shall be reviewed annually and updated along with the code of student conduct. This process shall include:

A. Parent, student and community involvement which represents, where possible, the composition of the schools and community;

B. Consideration of the findings of the annual reports of student conduct, suspensions and expulsions; and incidences reported under the Student Safety Data System (SSDS).

Implementation

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations and that all disciplinary sanctions are carried out with necessary due process.

The board shall review and update the code of student conduct annually. The code of student conduct shall be disseminated annually to all school staff, students and parents/guardians.

The chief school administrator shall report as required by law to the New Jersey Department of Education on student conduct, including all student suspension and expulsion and incidences reported under the Student Safety Data System (SSDS).
Employees shall receive annual training on the code of student conduct, including training on the prevention, intervention, and remediation of student conduct that violates the code of student conduct. Information on the code of student conduct shall be incorporated into the orientation for new employees.

Adopted:	December 21, 1978
Revised:	August 20, 2003; September 20, 2007; February 16, 2017, May 17, 2018; September 24, 2020; March 10, 2022: May 19, 2022, January 6, 2026
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014; May 17, 2018; March 10, 2022, May 19, 2022

Key Words

Conduct, Discipline, Student Conduct, Weapons, Vandalism, Harassment, Intimidation, Bully, Bullying,

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1	Definition of assault
N.J.S.A. 2C:33-19	Paging devices, possession by students
N.J.S.A. 2C:39-5	Unlawful possession of weapons
N.J.S.A. 18A:6-1	Corporal punishment of students
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:37-1 et seq.	Discipline of Students
See particularly:	
N.J.S.A. 18A:37-13.2, -14	
N.J.S.A. 18A:37-15 et seq.	
N.J.S.A. 18A:40A-1 et seq.	Substance Abuse
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsions
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.4,-2.4	
-4.1, -5.1, -5.4, -5.6, -5.7, -6.1, -6.2,	
-7.1 through -7.5	

20 U.S.C.A. 1415(k) Individual with Disabilities Education Act Amendments of 1997

Bethel School District No. 403, v. Fraser, 478 U.S. 675 (1986)

Hazelwood v. Kuhlmeier 484 U.S. 260 (1988)

Honig v. Doe, 484 U.S. 305 (1988)

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of ~~2015~~, Pub.L. 114-95, 20 U.S.C.A. 6301 et seq

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*1220	Ad hoc advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitation conferences
4138/4238	Employee protection
*4231/4231.1	Staff development; inservice education/visitation conferences
5000	Concepts and roles in student personnel
5010	Personal goals and objectives for students

CONDUCT/DISCIPLINE (continued)

*5020	Role of parents/guardians
*5113	Absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5127	Commencement activities
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

HARASSMENT, INTIMIDATION AND BULLYING

The Woodbridge Board of Education believes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Since students learn by example, school administrators, faculty, staff, and volunteers are required to demonstrate appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying. Harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Therefore, the school district will not tolerate acts of harassment, intimidation or bullying.

The board of education expects all students to treat each other with civility and respect and not to engage in behavior that is disruptive or violent. The board expects students to conduct themselves in keeping with their level of maturity, with a proper regard for the rights and welfare of other students, for school personnel, for the educational purpose underlying all school activities, and for the care of school facilities and equipment.

The standards of character education are an essential component of the Woodbridge School District's Code of Conduct. The board believes that with the appropriate infusion of character education into the school curriculum, modeling of appropriate behavior by adults; support and assistance of students in school, the community and home; our students will achieve the above standards of character education.

The board prohibits acts of harassment, intimidation or bullying against any student. School responses to harassment, intimidation and bullying shall be aligned with the board approved code of student conduct which establishes standards, policies and procedures for positive student development and student behavioral expectations on school grounds, including on a school bus or at school sponsored functions. The superintendent shall be responsible for ensuring the prompt investigation and response to all reports of harassment, intimidation and bullying committed on school grounds, at school activities and on school buses. In addition, the superintendent shall ensure that this policy is applied to incidents of harassment, intimidation and bullying that are committed off school grounds in cases where a school employee is made aware of such actions. The superintendent has the right and authority to impose a consequence on a student for conduct away from school grounds that is consistent with the board's approved code of student conduct, pursuant to N.J.A.C. 6A:16-7.1 and N.J.A.C. 6A:16-7.6.

This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security and well-being or for reasons relating to the safety, security and well-being of other students, staff or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2, and when the conduct which is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. The board directs the superintendent or his or her appropriately trained and qualified designee to develop detailed regulations suited to the age level of the students and the physical facilities of the individual schools.

Bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. "Harassment, intimidation or bullying" is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds**,** at any school-sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

HARASSMENT, INTIMIDATION AND BULLYING (continued)

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

"Electronic communication" means a communication that is transmitted by means of an electronic device, including, but not limited to a telephone, cellular phone, computer, or pager.

Consequences and Remedial Measures for Acts of Harassment, Intimidation or Bullying

The consequences for a student who commits an act of harassment, intimidation, or bullying may include:

A. For the first act of harassment, intimidation, or bullying committed by a student, a copy of the results of the investigation shall be placed in the student's record and the student may be subject to remedial actions, including the provision of counseling or behavioral intervention services, or discipline, or both, as determined by the principal in consultation with appropriate school staff;

B. For the second act, a copy of the results of the investigation shall be placed in the student's record and the student may be subject to remedial actions, including the provision of counseling or behavioral intervention services, or discipline, or both, as determined by the principal, in consultation with appropriate school staff; and

C. For the third and each subsequent act, a copy of the results of the investigation shall be placed in the student's record, and the principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the chief school administrator or the chief school administrator's designee, and may include remedial actions including counseling or behavioral intervention services, or progressive discipline, or both, and may require the student, accompanied by a parent or guardian, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation or bullying behavior.

The chief school administrator or the chief school administrator's designee and the principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Students

Consequences and remedial measures for a student who commits an act of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the nature of the student's disability, if any and to the extent relevant; the developmental age of the student and the student's history of problem behaviors and performance. Consequences shall be consistent with the board approved code of student conduct and N.J.A.C. 6A:16-7. Consequences and remedial measures shall be designed to:

A. Correct the problem behavior;

B. Prevent another occurrence of the problem;

C. Protect and provide support for the victim of the act; and

D. Take corrective action for documented systemic problems related to harassment, intimidation or bullying.

Students' acts of cyber-harassment shall be subject to the code of student conduct for harassment, intimidation and bullying and penalties provided in N.J.S.A. 2C:33-4.1 Crime of Cyber-harassment. Cyber-harassment is a

crime of the fourth degree and may be reported to the local law enforcement agency. A parent or guardian having legal custody of a minor who demonstrates willful or wanton disregard in the exercise of the supervision and control of the conduct of a minor adjudicated delinquent of cyber-harassment may be liable in a civil action.

Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to and including short and long-term suspension or expulsion, as permitted by law. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Referral to disciplinarian;
4. In-school suspension during the school week or the weekend;
5. After-school programs;
6. Out-of-school suspension (short-term or long-term);
7. Legal action; and
8. Expulsion.

B. Remedial Measures

1. Personal

   a. Restitution and restoration;
   b. Mediation;
   c. Peer support group;
   d. Recommendations of a student behavior or ethics council;
   e. Corrective instruction or other relevant learning or service experience;
   f. Supportive student interventions, including participation of the intervention and referral services team;
   g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
   h. Behavioral management plan, with benchmarks that are closely monitored;
   i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
   j. Involvement of school disciplinarian;
   k. Student counseling;
   l. Parent conferences;
   m. Student treatment; or
   n. Student therapy.

2. Environmental (Classroom, School Building or School District)

   a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
   b. School culture change;
   c. School climate improvement;
   d. Adoption of research-based, systemic bullying prevention programs;
   e. School policy and procedures revisions;
   f. Modifications of schedules;
   g. Adjustments in hallway traffic;
   h. Modifications in student routes or patterns traveling to and from school;
   i. Supervision of students before and after school, including school transportation;
   j. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
   k. Teacher aides;
   l. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;

HARASSMENT, INTIMIDATION AND BULLYING (continued)

m. General professional development programs for certificated and non-certificated staff;
n. Professional development plans for involved staff;
o. Disciplinary action for school staff who contributed to the problem;
p. Supportive institutional interventions, including participation of the intervention and referral services team;
q. Parent conferences;
r. Family counseling;
s. Involvement of parent-teacher organizations;

Classified students are subject to the same disciplinary procedures as nondisabled students and may be disciplined in accordance with their IEP. However, before disciplining a classified student, it must be determined that:

A. The student's behavior is not primarily caused by his/her educational disability;

B. The program that is being provided meets the student's needs.

Staff

Consequences and appropriate remedial actions for any staff member who commits an act of harassment, intimidation or bullying may range from positive behavioral interventions up to disciplinary charges which could result in suspension or termination. The consequences and remedial measures may include, but are not limited to:

A. Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Referral to disciplinarian;
5. Withholding of Increment
6. Suspension;
7. Legal action; and
8. Termination

B. Remedial Measures

1. Personal

a. Restitution and restoration;
b. Mediation;
c. Support group;
d. Recommendations of behavior or ethics council;
e. Corrective action plan;
f. Behavioral assessment or evaluation;
g. Behavioral management plan, with benchmarks that are closely monitored;
h. Involvement of school disciplinarian;
i. Counseling;
j. Conferences;
k. Treatment; or
l. Therapy.

HARASSMENT, INTIMIDATION AND BULLYING (continued)

2. Environmental (Classroom, School Building or School District)

    a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
    b. School culture change;
    c. School climate improvement;
    d. Adoption of research-based, systemic bullying prevention programs;
    e. School policy and procedures revisions;
    f. Modifications of schedules;
    g. Supervision;
    h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
    i. General professional development programs for certificated and non-certificated staff;
    j. Professional development plans for involved staff;
    k. Disciplinary action;
    l. Supportive institutional interventions, including participation of the intervention and referral services team;
    m. Conferences;
    n. Counseling;

Reporting Harassment, Intimidation and Bullying Behavior

The superintendent, principal and/or their designee shall be responsible for receiving complaints alleging violations of this policy.

The board shall allow reports to be anonymous, but no formal disciplinary action shall be based solely on an anonymous report. Any school employee, board member, contracted service provider, student, visitor or volunteer who has witnessed, or has reliable information that a student has been subject to harassment, intimidation or bullying, must report the incident to the building principal or his/her designee.

The following procedures shall apply to the reporting of incidents of harassment, intimidation and bullying committed by an a adult or youth against a student:

A. All acts of harassment, intimidation, or bullying shall be reported verbally to the school principal on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;

B. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services. The principal shall keep a written record of the date, time, and manner of notification to the parents or guardians; and

C. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

The written report shall be on a numbered form developed by the Department of Education. The form is available at https://www.nj.gov/education/safety/sandp/hib/docs/HIB_Incident_Form_ForLEAs.pdf
A copy of the form shall be submitted promptly by the principal to the chief school administrator. The form shall be completed even if a preliminary determination is made under the school district's policy that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to section 2 of P.L.2002, c.83 (C.18A:37-14). The report shall be kept on file at the school but shall not be included in any student record, unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or federal law. A redacted copy of the form that removes all student identification information shall be confidentially shared with the board of education after the conclusion of the investigation, if a hearing is requested by a parent or guardian.

The school district shall provide a means for a parent or guardian to complete an online numbered form

developed by the Department of Education to confidentially report an incident of harassment, intimidation, or bullying.

The principal shall report to the chief school administrator if a preliminary determination is made under the board policy that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and the chief school administrator may require the principal to conduct an investigation of the incident, if the chief school administrator determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, or bullying. The chief school administrator shall notify the principal of this determination in writing.

The superintendent must annually report to the Board of Education the number of times the preliminary determination was found to be outside the scope of HIB.

A board member, school employee, contracted service provider, student or volunteer who has witnessed, or has reliable information that a student has been subject to, harassment, intimidation or bullying shall report the incident to the building principal and any appropriate school official, or to any school administrator or safe schools resource officer, who shall immediately initiate the school district's procedures concerning school bullying.

A board member or a school employee who promptly reports an incident of harassment, intimidation or bullying, to the appropriate school official designated by the school district's policy, or to any school administrator or safe schools resource officer, and who makes this report in compliance with the procedures in this policy, shall be immune from a cause of action for damages arising from any failure to remedy the reported incident.

A school administrator who receives a report of harassment, intimidation, or bullying from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The school administrator shall take into account the circumstances of the incident when providing notification to parents and guardians of all students involved in the reported harassment, intimidation, or bullying incident. The circumstances of the incident shall be considered conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.

District Anti-Bullying Coordinator

The superintendent shall appoint a district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. The district anti-bullying coordinator shall:

A. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;

B. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;

C. Provide data, in collaboration with the superintendent, to the Department of Education regarding harassment, intimidation, and bullying of students; and

D. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent.

The district anti-bullying coordinator shall meet at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

School Anti-Bullying Specialist

The principal in each school shall appoint a school anti-bullying specialist. When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting these criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel. The school anti-bullying specialist shall:

A. Chair the school safety/school climate team;

B. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and

C. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.

School Safety/School Climate Team

The board shall form a school safety/school climate team in each school to develop, foster, and maintain a positive school climate by focusing on the on-going, systemic process and practices in the school and to address school climate issues such as harassment, intimidation, or bullying. The school safety team shall meet at least two times per school year.

The school safety/school climate team shall consist of the principal or his or her designee a teacher in the school; the school anti-bullying specialist; a parent of a student in the school; and other members ~~to be~~ determined by the principal. The school anti-bullying specialist shall serve as the chair of the school safety team.

The school safety team shall:

A. Receive any complaints of harassment, intimidation, or bullying of students that have been reported to the principal;

B. Receive copies of any report prepared after an investigation of an incident of harassment, intimidation, or bullying;

C. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

D. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;

E. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;

F. Participate in the training required pursuant to the provisions of (N.J.S.A.18A:37-13 et seq.) and other training which the principal or the district anti-bullying coordinator may request;

G. Collaborate with the district anti-bullying coordinator in the collection of district-wide data and in the development of district policies to prevent and address harassment, intimidation, or bullying of students; and

H. Execute such other duties related to harassment, intimidation, and bullying as requested by the principal or district anti-bullying coordinator.

A parent shall be on the school safety/school climate team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality. Other members of the school safety/school climate team who are not authorized to access student records (see board policy 5125 Student

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Records) shall be on the team only in regard to general school climate issues and shall not participate in activities that may compromise a student's confidentiality.

Investigating Reported Harassment, Intimidation and Bullying

All reported incidents of harassment, intimidation and bullying shall be investigated promptly and in accordance with law and the following procedures:

A. All investigations shall be thorough and complete, and documented in writing, and shall include, but not be limited to:

   1. Taking of statements from victims, witnesses and accused;

   2. Careful examination of the facts;

   3. Support for the victim; and

   4. Determination if alleged act constitutes a violation of this policy.

B. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident and shall be conducted by a school anti-bullying specialist. The principal may appoint additional personnel who are not school anti-bullying specialists to assist in the investigation.

C. The investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident of harassment, intimidation, or bullying or from the date of the written notification from the chief school administrator to the principal to initiate an investigation. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the 10-day period, the school anti-bullying specialist may amend the original report of the results of the investigation to reflect the information.

D. The results of the investigation shall be reported to the superintendent within two school days of the completion of the investigation, and in accordance with law and board policy. The superintendent may initiate intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action including seeking further information.

E. The results of each investigation shall be reported to the board of education no later than the date of the next board meeting following the completion of the investigation, and include:

   1. Any services provided;
   2. Training established;
   3. Discipline imposed; or
   4. Other action taken or recommended by the superintendent.

F. The superintendent or his or her designee shall ensure that parents or guardians of the students who are parties to the investigation shall receive information about the investigation in accordance with federal and State law and regulation. This information shall be provided in writing within 5 school days after the results of the investigation are reported to the board and include:

   1. The nature of the investigation;
   2. Whether the district found evidence of harassment, intimidation, or bullying; or
   3. Whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying.

G. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation**.**

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Range of Ways to Respond to Harassment, Intimidation or Bullying

The board of education recognizes that some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts and provide support programs for victims. Other acts may be so serious or parts of a larger pattern of harassment, intimidation or bullying that they require a response either at the classroom, school building or school district levels or by law enforcement officials.

In considering whether a response beyond the individual is appropriate, the principal, in conjunction with the school anti-bullying specialist shall consider the nature and circumstances of the act, the degree of harm, the nature and severity of the behavior, past incidences or past or continuing patterns of behavior, and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom; school building; school district) responses include:

A. School and community surveys;

B. Mailings;

C. Focus groups;

D. Adoption of research-based bullying prevention program models;

E. Training for certificated and non-certificated staff;

F. Participation of parents and other community members and organizations;

G. Small or large group presentations for staff, students, and the community for fully addressing a positive school climate and culture as well as the issues surrounding harassment, intimidation and bullying in the school community; and

H. The involvement of law enforcement officers, including school resource officers.

For every incident of harassment, intimidation or bullying, the district shall respond to the individual who committed the act. Responses may include:

A. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion);

B. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects and skill-building lessons in courtesy, tolerance, assertiveness and conflict management;

C. School responses can include theme days, learning station programs, parent programs and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices;

D. District-wide responses can include community involvement in policy review and development, professional development programs, adoption of curricula and school-wide programs and coordination with community-based organizations (e.g., mental health; health services; health facilities; law enforcement; faith-based).

The range of ways in which the school shall respond once an incident of harassment, intimidation or bullying is identified shall be defined by the principal in conjunction with the school anti-bullying specialist, and shall include an appropriate combination of counseling, support services, intervention services, and other programs as defined by the commissioner.

Retaliation and Reprisal Prohibited

The board prohibits reprisal or retaliation or false accusation against any person who witnesses and/or reports an act of harassment, intimidation or bullying by any student, school employee, board member, contracted service provider, visitor or volunteer. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation or false accusation shall be determined by the superintendent and/or principal or their designee after consideration of the nature, severity and circumstances of the act, in accordance with case law and board policies and procedures.

Any act of retaliation or reprisal or false accusation against any person who reports an act of harassment, intimidation or bullying shall not be tolerated. Any student, school employee, board member, contracted service provider, volunteer or visitor who engages in the act of retaliation or reprisal or who falsely accuses another shall be subjected to consequence and appropriate remedial action. In cases where any state or federal law has allegedly been violated, the local law enforcement agency shall be notified.

A. Students

The consequences and appropriate remedial action for a student found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this policy. Consequences may include positive behavioral interventions, notification of the parents/guardians, up to and including short or long-term suspension or expulsion, as permitted by law;

B. School Employees

Consequences and appropriate remedial action for a school employee found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including suspension or dismissal from service;

C. Board Members

Consequences and appropriate remedial action for a board member found to have committed an act of harassment, intimidation, or bullying; or found to have engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined in accordance with district policies, procedures and agreements, up to and including a public sanction or filed ethics charges;

D. Visitors, Volunteers, Contracted Service Providers, and All Other Persons

Consequences and appropriate remedial action for a visitor, volunteer, contracted service providers and all other persons found to have engaged in harassment, intimidation or bullying; or engaged in retaliation, reprisal and/or falsely accused another as a means of harassment, intimidation or bullying shall be determined by the superintendent after consideration of the nature, severity and circumstances of the act, including reports to appropriate law enforcement officials.

Consequences and remediation for students, employees, board members, visitors, volunteers, and contracted service providers, engaging in harassment, intimidation or bullying or engaged in retaliation, reprisal and/or false accusations may include the following:

A. Consequences
   1. Admonishment;
   2. Temporary removal from the classroom or school;
   3. Deprivation of privileges
   4. Prohibited from access to the school facilities (visitors, vendors, board members, all other people);
   5. Classroom or administrative detention;
   6. Referral to disciplinarian;
   7. In-school suspension during the school week or the weekend;

8. After-school programs;
9. Out-of-school suspension (short-term or long-term);
10. Legal action;
11. Withholding of Increment;
12. Suspension;
13. Expulsion;
14. Termination;
15. Termination of service agreements or contracts (vendors, volunteers);
16. Public sanction (board members);
17. Ethics charges (some administrators, board members).

B. Remedial Measures
   1. Personal
      a. Restitution and restoration;
      b. Mediation;
      c. Peer support group;
      d. Recommendations of a student behavior or ethics council;
      e. Corrective instruction or other relevant learning or service experience;
      f. Supportive student interventions, including participation of the intervention and referral services team;
      g. Behavioral assessment or evaluation, including, but not limited to, a referral to the child study team, as appropriate;
      h. Behavioral management plan, with benchmarks that are closely monitored;
      i. Assignment of leadership responsibilities (e.g., hallway or bus monitor);
      j. Involvement of school disciplinarian;
      k. Counseling;
      l. Conferences;
      m. Treatment; or
      n. Therapy.

   2. Environmental (Classroom, School Building or School District)
      a. School and community surveys or other strategies for determining the conditions contributing to harassment, intimidation or bullying;
      b. School culture change;
      c. School climate improvement;
      d. Adoption of research-based, systemic bullying prevention programs;
      e. School policy and procedures revisions;
      f. Modifications of schedules;
      g. Supervision;
      h. Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
      i. General professional development programs for certificated and non-certificated staff;
      j. Professional development plans for involved staff;
      k. Disciplinary action;
      l. Supportive institutional interventions, including participation of the intervention and referral services team;
      m. Conferences;
      n. Counseling;

Appeal Process

The parent or guardian may request a hearing before the board concerning the written information about a harassment, intimidation, or bullying investigation. The request for a board hearing shall be filed with the board secretary no later than 60 calendar days after the written information is received by the parents or guardians. The hearing shall be held within 10 days of the request. The board shall meet in executive session for the hearing to protect the confidentiality of the students. At the hearing the board may hear from the school anti-bullying specialist about the incident, recommendations for discipline or services, and any programs instituted

to reduce such incidents.

At the next board of education meeting following its receipt of the report, the board shall issue a decision, in writing, to affirm, reject, or modify the superintendent's decision. The board's decision may be appealed to the Commissioner of Education, in accordance with law, no later than the 90 days after the issuance of the board's decision.

A parent, student, guardian, or organization may file a complaint with the Division on Civil Rights within 180 days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination."

Approved Private Schools For Students With Disabilities (PSSDs)

The board is committed to ensuring that all district students that require placement in approved private schools for students with disabilities (PSSD) have the safe and civil environment in their school placement necessary for students to learn and achieve high academic standards. All approved PSSDs receiving students with disabilities from this district shall be committed to treating their students with civility and respect, and shall refuse to tolerate harassment, intimidation or bullying.

When an approved PSSD receives a complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred on a district school bus, at a district school-sponsored function and off school grounds, the approved PSSD shall notify the anti-bulling coordinator of the report or complaint.

The chief school administrator shall assign a school anti-bullying specialist to investigate a complaint or report of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved PSSD. The investigation conducted by the district anti-bullying specialist shall be in consultation with the approved PSSD.

The full-time non-teaching principal of the approved PSSD shall report to the anti-bullying coordinator and the child study team director, any complaint or report of an act of harassment, intimidation, or bullying involving a district student placed in the approved PSSD that occurred at the PSSD or an activity sponsored by the PSSD. The report shall include the names of the district students who are parties to the harassment, intimidation, or bullying investigation and the results of each investigation. The principal of the approved PSSD shall make this report to the district anti-bullying coordinator and to the student's parents/guardians no later than five school days following the investigation's completion. The report to the district shall include information on any service(s) provided; training established; and, discipline imposed or other action taken or recommended by the full-time non-teaching principal of the PSSD.

Once an incident of harassment, intimidation, or bullying is identified, the full-time non-teaching principal of the approved PSSD shall determine the appropriate response to address the individual circumstances in consultation and conjunction with appropriate district staff, as necessary. The approved PSSD shall not, pursuant to N.J.A.C. 6A:14-7.6(f), unilaterally implement disciplinary action involving removal to an interim alternative educational setting, suspension of more than 10 consecutive or cumulative school days in a school year or termination of placement. Disciplinary action involving suspension and expulsion from the approved PSSD shall be implemented in conjunction with the district and according to law (N.J.A.C. 6A:14-2.8) and board policies 5114 Suspension and Expulsion and 6171.4 Special Education.

Parents or guardians of students who are parties to a harassment, intimidation, or bullying investigations conducted by this district or an approved PSSD in which their child is placed may request a hearing before the board of education concerning the information received about an investigation. Any request for a hearing before the board of education shall be filed within 60 calendar days after the written information about the harassment, intimidation, or bullying investigation is received by the district and the parents or guardians. The hearing before the board shall be scheduled in collaboration with the approved PSSD and held by the board within 10 business days of the request. The approved PSSD and the board shall coordinate the policies and procedures for conducting such hearings.

Week of Respect

The week beginning with the first Monday in October of each year is designated as a "Week of Respect" in the State of New Jersey. The district, in order to recognize the importance of character education, shall observe the week by providing age-appropriate instruction focusing on preventing harassment, intimidation, or bullying as defined by law (N.J.S.A. 18A:37-14). Throughout the school year the district shall provide ongoing age-appropriate instruction focusing on preventing harassment, intimidation, and bullying in accordance with the Core Curriculum Content Standards.

Training

A. School Leaders

Any school leader who holds a position that requires the possession of a superintendent, principal, or supervisor endorsement shall complete training on issues of school ethics, school law, and school governance as part of the professional development for school leaders required in accordance with State Board of Education regulations. This training shall also include information on the prevention of harassment, intimidation, and bullying (N.J.S.A. 18A:26-8.2).

B. Teaching Staff Development

Each public school teaching staff member shall complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and 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 (N.J.S.A. 18A:6-112).

C. Board Members

Within one year after being newly elected or appointed or being re-elected or re-appointed to the board of education, a board member shall complete a training program, through the Assistant Superintendent for Human Resources, on harassment, intimidation, and bullying in schools, including a school district's responsibilities as required by law (N.J.S.A. 18A:37-13 et seq.). A board member shall be required to complete the program only once (N.J.S.A. 18A:12-33).

D. Staff, Student and Volunteer Training

The school district shall:

1. Provide training on the school district's harassment, intimidation, or bullying policy to school employees and volunteers who have significant contact with students;
2. Provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements;
3. Ensure that the training includes instruction on preventing bullying on the basis of the protected categories as required by law (N.J.S.A.18A:37-14) and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying; and
4. Develop a process for discussing the district's harassment, intimidation or bullying policy with students.

The board shall annually examine the training needs of school employees and volunteers who have significant contact with students for the effective implementation of the harassment, intimidation, or bullying policies, procedures, programs, and initiatives of the district board of education and implement training programs for school employees and volunteers who have significant contact with students. The annual examination of training needs shall take into consideration the findings of the annual review and update of the code of student conduct.

Information regarding the school district policy against harassment, intimidation or bullying shall be incorporated into a school's employee training program and shall be provided to full-time and part-time staff, volunteers who have significant contact with students, and those persons contracted by the district to provide services to students.

Throughout the school year, the district shall provide ongoing age-appropriate instruction on preventing harassment, intimidation and bullying, consistent with the New Jersey Student Learning Standards.

Reporting to the Board

Two times each year between September 1 and January 1 and between January 1 and June 30, the school board shall hold a public hearing at which the superintendent will report to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

A. The number of reports of harassment, intimidation, or bullying;

B. The status of all investigations;

C. The nature of the bullying based on one of the protected categories identified in N.J.S.A. 18A:37-14 such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

D. The names of the investigators;

E. The type and nature of any discipline imposed on any student engaged in harassment, intimidation, or bullying; and

F. Any other measures imposed, training conducted, or programs implemented, to reduce harassment, intimidation, or bullying.

Reporting to the Department of Education

The information, including but not limited to, oral reports, written reports or electronic reports shall also be reported once during each reporting period between September 1 and January 1 and between January 1 and June 30, to the Department of Education. The report shall include:

A. Data broken down by the enumerated categories including the protected categories as listed above and the type of harassment, intimidation and bullying (any gesture; any written, verbal or physical act; or any electronic communication, whether it be a single or series of incidents); and

B. Data broken down by each school in the district, in addition to district-wide data.

The report shall be used to grade each school for the purpose of assessing its effort to implement policies and programs consistent with law (N.J.S.A. 18A:37-13 et seq.). The district shall receive a grade determined by averaging the grades of all the schools in the district.

Each school shall post the grade received by the school and the overall district grade on the homepage of the school's website. The district shall post all the grades for each school of the district and the overall district grade on the homepage of the district's website. A link to the report shall be available on the district's website. The information shall be posted on the websites within 10 days of the receipt of a grade by the school and district.
It shall be a violation to improperly release any confidential information not authorized by federal or State law for public release.

The superintendent will annually submit the report to the Department of Education utilizing the Student Safety

HARASSMENT, INTIMIDATION AND BULLYING (continued)

Data System (SSDS). The superintendent shall accurately report on each incident of violence, vandalism, alcohol and other drug abuse, and incident of harassment intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g).

The State Board of Education shall impose penalties on any school employee who knowingly falsifies the report. Therefore, the superintendent shall make a reasonable effort to verify reports of violence, vandalism, and harassment, intimidation, or bullying. The board shall provide ongoing staff training, in cooperation with the Department of Education, in fulfilling the reporting requirements. The majority representative of the school employees shall have access monthly to the number and disposition of all reported acts of school violence, vandalism, and harassment, intimidation, or bullying.

Program Assessment and Review

Each school and the school district shall annually establish, implement, document, and assess bullying prevention programs or approaches, and other initiatives involving school staff, students, administrators, volunteers, parents, law enforcement and community members. The programs or approaches shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying.

Policy Development and Review

The district harassment, intimidation and bullying policy shall be adopted through a process that includes representation of parents or guardians, school employees, volunteers, students, administrators, and community representatives.

The district shall annually conduct a re-evaluation, reassessment, and review of this policy, any report(s) and/or finding(s) of the school safety/school climate team(s). The board shall also make any necessary revisions and additions to this policy as required by law. The board shall include input from the school anti-bullying specialists in conducting its re-evaluation, reassessment, and review. The district shall transmit a copy of the revised policy to the appropriate executive county superintendent within 30 school days of the revision.

Publication, Dissemination and Implementation

In publicizing this policy, the community including students, staff, board members, contracted service providers, visitors and volunteers, shall be duly notified that the rules detailed within apply to any incident of harassment intimidation and bullying that takes place on school grounds**,** at any school-sponsored function or on a school bus, or off school grounds that substantially disrupts or interferes with the orderly operation of the school or the rights of other students in accordance with law.

The superintendent shall take the following steps to publicize this policy:

A. Provide a link to this policy on a prominent place on the district website;

B. Provide a link to this policy on a prominent place on each school's website;

C. Distribute this policy annually to all staff, students and parents/guardians; and

D. Print this policy in any district publication that sets forth the comprehensive rules, procedures and standards of student conduct and in student handbooks;

The district shall notify students and parents/guardians that the policy is available on the district's website. The district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the district website. Each school within the district shall publish the name, school phone number, school address and school email address of the district anti-bullying coordinator and their school anti-bullying specialist on the home page of the school's website. The information concerning the district anti-bullying coordinator and the school anti-bullying specialists shall also be maintained

on the Department of Education's website.

The school district and each school in the district with a website shall post on its homepage the current version of the document, Guidance for Parents on the Anti-Bullying Bill of Rights Act, developed by the Department of Education. The school climate state coordinator shall ensure that this document is updated as needed and then promptly disseminated to all school districts.

The superintendent shall ensure that the rules for this policy are applied consistently with the district's code of student conduct (N.J.A.C. 6A:16-7) and all applicable laws and regulations. All disciplinary sanctions shall be carried out with necessary due process.

This and all related policies shall be reviewed on a regular basis.

NJSBA Review/Update:	September 2011
Adopted:	September 15, 2011; January 18, 2018; May 17, 2018; August 23, 2018: October 20, 2022, October 19, 2023
Readopted:	August 21, 2014; January 18, 2018; May 17, 2018; August 23, 2018; October 20, 2022; October 19, 2023; November 21, 2024, October 16, 2025

Key Words

Harassment, Intimidation, Bullying, False Accusation, Retaliation, Reprisal, Conduct, Discipline, Student Conduct

Legal References:		
	N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
	N.J.S.A. 2C:33-4.1	Crime of cyber-harassment
	N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
	N.J.S.A. 18A:6-112	Instruction on suicide prevention for public school teaching staff
	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:12-33	Training program; requirements
	N.J.S.A. 18A:17-46	Reporting of certain acts by school employee; annual report; public hearing (acts of violence)
	N.J.S.A. 18A:25-2	Authority over students
	N.J.S.A. 18A:26-8.2	School leader defined; training as part of professional development
	N.J.S.A. 18A:36-19	Student records; creation, maintenance and retention, security and access; regulations; nonliability
	N.J.S.A. 18A:36-19a	Student records (Newly enrolled students; transfers of records, identification)
	N.J.S.A. 18A:37-1 et seq.	Submission of Students to Authority (Discipline)
	N.J.S.A. 18A:37-13 et seq.	Anti-Bullying Bill of Rights Act
	See particularly: N.J.S.A. 18A:37-14, -15, -17	Harassment, intimidation, and bullying
	N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
	N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsions (students with disabilities)
	N.J.A.C. 6A:16-1.1 et seq.	Programs to support student development (includes student conduct code)
	See particularly: N.J.A.C. 6A:16-1.4, -7.1,	

-7.6, -7.9

N.J.A.C. 6A:30-1.4 et seq. Evaluation process for the annual review

P.L. 2021, Chapter 338, approved January 10, 2022. Senate, No. 1790 amended N.J.S.A. 2C:33-4.1 making cyber-harassment a crime of the fourth degree, unless the person is 21 years of age or older at the time of the offense and impersonates a minor for the purpose of cyber-harassing a minor, in which case it is a crime of the third degree. In addition, P.L. 2021, c. 338 amends harassment, intimidation and bullying statutes (N.J.S.A. 18A:37-13 et seq.) to include requirements for recording incidents, notification to parents/guardians, reporting to the board and the Department of Education.

Gebser v. Lago Vista Independent School District 524 U.S. 274 (1989) United States Supreme Court addresses the standard by which a district will be held liable for sexual harassment of a student by a school employee under Title IX --requires actual notice and deliberate indifference.

Davis v. Monroe County Board of Education 526 U.S. 629 (1999) United States Supreme Court establishes the standard under which a school district may be liable under Title IX for sexual harassment of one student by another student. The district will be liable for damages only where the school officials are proven to have been deliberately indifferent to harassment of which it is actually aware. The harassment must be "severe, pervasive and objectively offensive."

Saxe v. State College Area School District 240 F.3d 200 (3rd Cir 2001) A Pennsylvania school district's anti-harassment policy was overly broad and therefore violated the Constitutional guarantee of freedom of speech.

L. W. v. Toms River Regional Schools Board of Education 189 N.J. 381 (2007) The New Jersey Supreme Court held that the standard under which a school district may be liable under the New Jersey Law Against Discrimination for student-on-student bullying or harassment is not the Title IX deliberate indifference standard, but is rather the same standard used under the NJLAD for hostile work environment cases. A district will be judged by whether the district's response met the "reasonable person" test: what would a reasonable person (teacher, supervisor, vice principal, principal, etc.) do in a similar situation. School districts will be shielded from liability under NJLAD when their preventive and remedial actions are reasonable in light of the totality of the circumstances.

Possible Cross References:

*1220	Ad hoc advisory committees
*1410	Local units
3517	Security
*3541.33	Transportation safety
*4131/4131.1	Staff development; inservice education/visitation conferences
4148/4248	Employee protection
*4231/4231.1	Staff development; inservice education/visitation conferences
5000	Concepts and roles for students
5010	Goals and objectives for students
*5020	Role of parents/guardians
*5113	Attendance, absences and excuses
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5131	Conduct and discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)

HARASSMENT, INTIMIDATION AND BULLYING (continued)

*5131.7	Weapons and dangerous instruments
5132	Dress and grooming
*5142	Student safety
5145	Rights
5145.2	Freedom of speech/expression
*5145.4	Equal educational opportunity
*5145.6	Student grievance procedure
*5145.1	Questioning and apprehension
*5145.1	Search and seizure
*6145	Extracurricular activities
*6164.4	Child study team
*6171.4	Special education
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

HIB 338 Form
Harassment, Intimidation, or Bullying (HIB)
Mandatory Reporting Form
2025-2026 School Year

To Be Completed by Designated Local Educational Agency (LEA) Personnel

To be filled out by Principal or Designee	
Date and Time Received:	
Incident #:	

All allegations of HIB must be reported in writing and submitted to the principal within two school days from when a school employee or contracted service provider, witnesses or receives reliable information, that a student has been subject to HIB. A written statement from the alleged victim or other evidence may be attached to the back of this HIB 338 Form (e.g., screenshot, text thread, etc.).

- The use of this form for reporting incidences of HIB is required.
- This form shall be completed even if a preliminary determination is made under the LEA's policy that the reported incident or complaint is a report outside the scope of the definition of HIB.
- Required investigative procedures shall continue after the submission of this form to the school principal.
- Principals are required to inform parents of all students involved in the alleged incident and keep a written record of the date, time, and manner of notification to parents.
- The completed form must be kept on file in the school.
- The principal must promptly submit a copy of this form to the superintendent.

Directions

Complete the form below to provide detailed information of the alleged HIB incident. If fields are not applicable or if the completing party is uncertain of the response, those fields may be left blank.

School Information

School District:

School:

Individual Completing Form

Name of individual completing this form:

Role of individual completing the form
(e.g., teacher, lunchroom monitor, school bus driver, etc.):

Phone number: Email address:

Incident Information

Incident date (mm/dd/yyyy): Approximate time of the incident:

Describe the incident with as much detail as possible. (What was the incident? Who was involved in the incident? How you were made aware of the incident? What happened at the time of the incident? How did the incident occur?)

Specific incident location(s) (e.g., on the morning school bus, in the science wing hallway, online via social media, etc.)

Alleged Offender(s)

Name(s) of alleged offender(s):

Based on your knowledge, select all that apply about the alleged offender(s):

- ☐ Alleged offender(s) attends the above-named school.
- ☐ Alleged offender(s) attends another school.
- ☐ Alleged offender(s) works for the school/school district.
- ☐ Alleged offender(s) does not work for the school/school district.

Alleged Victim(s)

Name(s) of alleged victim(s):

Based on your knowledge, select all that apply about the alleged victim(s):

- ☐ Victim(s) attends the above-named school.
- ☐ Victim(s) attends another school.

Witnesses

Complete this section with the names of any potential witnesses.

Student Names:

Staff Names:

Parent Names:

Other Names (specify title or position for each):

Alleged Bullying Behavior(s)

Select the statement(s) that best describes the alleged bullying behavior (Check all that apply).

☐ Verbal (e.g., teasing, name calling, derogatory comments, etc.)

☐ Emotional (e.g., group exclusion, spreading rumors, taking belongings, etc.)

☐ Physical (e.g., hitting, pushing, inappropriate touching, etc.)

☐ Electronic (e.g., attacking through social media, cyberbullying, offensive messaging, etc.)

Signature

Signature of Person Completing this HIB 338 Form:

Date:

School Principal/Designee and Superintendent Section

To be Completed by School Principal/Designee and Superintendent

Note: The completed form must be kept on file in the school. The principal must promptly submit a copy of this form to the superintendent.

Utilization of Preliminary Determination Provision

If the school district's policy permits the use of a preliminary determination for reports of HIB, question 1 and 2 below *must* be completed on every form. School districts who do not permit the use of a preliminary determination for reports of HIB should leave this section blank.

1. **Question for the School Principal/Designee**

Was a preliminary determination made not to initiate an HIB investigation because the reported incident or complaint is a report outside the scope of the definition of HIB? Check one below and submit this form to the Superintendent.

☐ Yes - Follow your school district's policies for other reports (e.g., code of student conduct, referral to counseling services, etc.)

☐ No- Refer to your school district's HIB policy for initiating an HIB investigation.

Comments (Optional):

2. **Questions for the Superintendent**

If the answer to question 1 is yes, will you require the school principal/designee to initiate an HIB investigation based on the scope of the definition of HIB? Check one and proceed as directed.

☐ Yes- Notify the principal of this determination in writing and direct the principal to initiate an HIB investigation per the district's policy.

☐ No- Follow your school district's policies for other reports (e.g., code of student conduct, referral to counseling services, etc.) and maintain a copy of this form.

If the answer to question 1 is no, follow your school district's policies for HIB investigations and maintain a copy of this form.

Comments (Optional):

HIB 338 Form
Harassment, Intimidation, or Bullying (HIB) Reporting Form 2025-2026 School Year

To Be Completed by Families / Caregivers

To be filled out by Principal or Designee	
Date and Time Received:	
Incident #:	

This form should be used by parents or guardians to report allegations of HIB. A written statement from the alleged victim or other evidence may be attached to the back of this HIB 338 Form (e.g., screenshot, text thread, etc.). Once the form is received by the school, the principal is responsible for implementing the school district's policy and procedures. An investigation shall be completed as soon as possible, but not later than 10 school days from the date of the written report of the incident. Should you have any questions about the investigation, please contact the school principal.

Directions

Complete the form below to provide detailed information of the alleged HIB incident. If some fields are not applicable or if you are uncertain of the response, you may skip those fields. This form may be submitted anonymously.

School Information

School District:

School:

Individual Completing Form

If you prefer to remain anonymous, leave this section blank. Individuals filling out this HIB 338 Form as an anonymous reporter may consider adding their name as a witness.

Name of individual completing this form:

Relation to individual involved in alleged incident of HIB
(e.g., parent, guardian, grandparent, etc.):

Phone number: Email address:

Incident Information

Incident date (mm/dd/yyyy):

Approximate time of the incident:

Describe the incident with as much detail as possible. (What was the incident? Who was involved in the incident? How were you made aware of the incident? What happened at the time of the incident? How did the incident occur?)

Specific incident location(s) (e.g., on the morning school bus, in the science wing hallway, online via social media, etc.)

Alleged Offender(s)

Name(s) of alleged offender(s):

Based on your knowledge, select all that apply about the alleged offender(s):

- ☐ Alleged offender(s) attends the above-named school.
- ☐ Alleged offender(s) attends another school.
- ☐ Alleged offender(s) works for the school/school district.
- ☐ Alleged offender(s) does not work for the school/school district.

Alleged Victim(s)

Name(s) of alleged victim(s):

Based on your knowledge, select all that apply about the alleged victim(s):

- ☐ Victim(s) attends the above-named school.
- ☐ Victim(s) attends another school.

Witnesses

Complete this section with the names of any potential witnesses.

Student Names:

Staff Names:

Parent Names:

Other Names (specify title or position for each):

Signature

Signature of Person Completing this HIB 338 Form:

Date:

School Principal/Designee and Superintendent Section

To be Completed by School Principal/Designee and Superintendent

Note: The completed form must be kept on file in the school. The principal must promptly submit a copy of this form to the superintendent.

Utilization of Preliminary Determination Provision

If the school district's policy permits the use of a preliminary determination for reports of HIB, question 1 and 2 below *must* be completed on every form. School districts who do not permit the use of a preliminary determination for reports of HIB should leave this section blank.

1. Question for the School Principal/Designee

Was a preliminary determination made not to initiate an HIB investigation because the reported incident or complaint is a report outside the scope of the definition of HIB? Check one below and submit this form to the Superintendent.

☐ Yes - Follow your school district's policies for other reports (e.g., code of student conduct, referral to counseling services, etc.).

☐ No- Refer to your school district's HIB policy for initiating an HIB investigation.

Comments (Optional):

2. Questions for the Superintendent

If the answer to question 1 is yes, will you require the school principal/designee to initiate an HIB investigation based on the scope of the definition of HIB? Check one and proceed as directed.

☐ Yes- Notify the principal of this determination in writing and direct the principal to initiate an HIB investigation per the district's policy.

☐ No- Follow your school district's policies for other reports (e.g., code of student conduct, referral to counseling services, etc.) and maintain a copy of this form.

If the answer to question 1 is no, follow your school district's policies for HIB investigations and maintain a copy of this form.

Comments (Optional):

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5131.2**
Woodbridge, New Jersey

Policy

PLAGIARISM

The Woodbridge Township Board of Education recognizes that plagiarism is a serious issue in education today. Plagiarism results when there is an intentional representation of another's ideas, words, or work as one's own without giving proper credit to the originator of the information or material. Examples of plagiarism include but are not limited to the following:

- Copying the words or ideas of others from the internet, books, magazine articles, and other sources without quotation or citing the source. Additionally, students will be in violation of this policy if actions are taken to circumvent counter-plagiarism software and/or procedures.
- Paraphrasing a source without proper citation.
- Copying or paraphrasing the words or idea of other students, parents, siblings, or other family members and friends. The original writer who shares his/her paper for another to view and/or copy, without the permission of the teacher, is also engaged in plagiarism.
- Copying or representing the academic work of others including any assignment as if it were your own.
- Submitting purchased papers as your own.
- Recycling and reusing previously submitted assignments, also known as self-plagiarism. Assignments are intended to enhance a student's learning. By submitting a similar paper and/or parts of a paper, copying or paraphrasing passages from previous work, and/or recycling old data, students are choosing not to take part in that learning activity and are essentially opting out of the work assigned in the course

The penalty of plagiarism is a grade of a zero on the assignment with no make-up permitted. The teacher may also report the incident to the student's parents/guardians, guidance counselor and the school administrators. A parental conference with school officials may also be required.

Adopted: June 16, 2005; March 12, 2020
NJSBA Review/Update: December 2011
Readopted: August 21, 2014; March 12, 2020

Key Words

Academic Dishonesty, Cheating, Fabrication, Facilitating Academic Dishonesty, Plagiarism

Legal References:		
	N.J.S.A. 2A:38A-1 et seq.	Computer System
	N.J.S.A. 2C:20-25	Computer Related Theft
	N.J.S.A. 18A:7A – 11	Annual report of local school district; contents; annual report of commissioner; report on improvement of basic skills
	N.J.S.A. 18A:36-35	School Internet websites; disclosure of certain pupil information prohibited
	N.J.A.C. 6A:30-1.1 et seq.	Evaluation of the Performance of School Districts

Possible Cross References:		
	*4131/ 4131.1	Staff development; inservice education/visitation conferences
	*4231/4231.1	Staff development; inservice education/visitation conferences
	*5020	Role of parents/guardians
	*5114	Suspension and expulsion
	*5124	Reporting to parents/guardians

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5131.3**
Woodbridge, New Jersey

Policy

STUDENT USE OF BICYCLES AND MOTOR VEHICLES

The Woodbridge Township Board of Education regards the use of bicycles and motor vehicles for travel to and from school by students as an assumption of responsibility on the parts of those students; a responsibility in the care of property, in the observation of safety rules, and in the display of courtesy and consideration towards others.

The board will permit the use of bicycles by students in grades 7 through 12 and in accordance with the rules of the district. The board will permit the use of motor vehicles on school grounds by students in grade 12 in accordance with rules of the district.

The board will not be responsible for bicycles and motor vehicles which are lost, stolen, or damaged. The superintendent shall develop rules and regulations for the operation and parking of bicycles and motor vehicles and shall disseminate those rules to all students so affected.

Adopted: December 21, 1978
NJSBA Review/Update: December 2011
Readopted: August 21, 2014

Key Words

Vehicles, Safety, Parking

Legal References: N.J.S.A 39:4-10.1 Bicycle and motorized bicycle regulation

Possible Cross References:

*3516	Safety
3530	Insurance Management
*5113	Absences and Excuses
*5124	Reporting to Parents/Guardians
*5131	Conduct/Discipline
*5141.1	Accidents
*5142	Pupil Safety
*5145.12	Search and Seizure

* Indicates policy is included in the Critical Policy Reference Manual

VANDALISM/VIOLENCE

Vandalism

The Woodbridge Township Board of Education views vandalism against school property by students as reprehensible. The causes of such misbehavior often are complex, calling for careful study by parents/guardians, school staff and appropriate community officials.

The board believes that students should respect property and take pride in the schools of this district. Whenever a student has been found to have done willful and malicious damage to property of the board, the principal of the school shall notify the superintendent. The board will hold the student or his/her parents/guardians liable for the damage caused by him/her.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in the vandalism, the appropriate administrator shall:

A. Identify the students involved;

B. Call together persons, including the parents/guardians, needed to study the causes;

C. Decide upon disciplinary and/or legal action possibly including suspension. Should parents/guardians fail to cooperate in the discussions, the administration may charge the student with being delinquent by a petition stating the offense and requesting appearance in juvenile court;

D. Take any constructive actions needed to try to guard against further such student misbehavior;

E. Seek appropriate restitution.

Violence

Physical violence including assault with or without a weapon, against another student, a staff member or board member is prohibited and will result in the disciplinary sanctions included in policies on suspension and expulsion and conduct/discipline. Disruptive behavior that is characterized by violence, even though not directed toward another person, should be reported by the classroom teacher to the school principal, unless instructed otherwise, so that possible program adjustments may be identified.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm or any school property or on a school bus or at a school-sponsored function shall be immediately removed from the school's regular education program for a period of not less than one calendar year. The superintendent may modify this suspension on a case-by-case basis. Each student so removed shall be placed in an alternative educational program or on home instruction and shall be entitled to a hearing before the board.

Any school employee observing or having direct knowledge from a participant or victim of an act of violence in the district public school(s) should complete the standard report form and submit it to the school principal who is responsible for preparing the official report to the superintendent. Staff will report accurately and not falsify information.

The board shall provide ongoing staff training in cooperation with the Department of Education, in fulfilling the reporting requirements pursuant to N.J.S.A. 18A:17-46.

Two times each year between September 1 and January 1 and between January 1 and June 30, the school

board(s) shall hold a public hearing at which the superintendent reports to the board of education all acts of violence, vandalism, and harassment, intimidation, or bullying (HIB) which occurred during the previous reporting period. The report shall include the number of HIB reports in the schools, the status of all investigations, the nature of the HIB, and other data required by law.

Threats of Violence

The board is committed to promoting healthy relationships and a safe learning environment. Therefore, it shall not tolerate student threats of harm to self or others or other threatening behaviors, including threats to damage school property. Threatening behaviors shall not be tolerated on school property or at activities under the jurisdiction of the board of education.

Students shall inform a teacher, guidance counselor or principal when he/she is in possession of knowledge of such threats. Staff shall immediately notify the principal of any threat or threatening behavior that he/she has knowledge of, has witnessed or received. All such threats shall be promptly reported to the appropriate law enforcement agency.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Behavorial Threat Assessment Team

The board shall direct the establishment of a behavorial threat assessment team(s) in each school, pursuant to N.J.S.A. 18A:17-43.4. The purpose of the team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk of engaging in violence or other harmful activities. The team shall also be responsible for delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Any policy developed by a school district, charter school, or renaissance school project concerning the establishment of a multi-disciplinary threat assessment team must be aligned with the *Guidance on the Establishment and Training of K-12 Behavorial Threat Assessment and Management Teams (BTAM),* developed by the New Jersey Department of Education (NJDOE) in consultation with the New Jersey Office of Homeland Security and Preparedness and State law enforcement agencies.

The threat assessment team at each school shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

A. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;

B. A teaching staff member;

C. A school principal or other senior school administrator;

D. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and

E. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3, in the event that the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team in accordance with this policy.

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined appropriate by the team.

This policy shall be consistent with guidelines adopted by the New Jersey Department of Education and include,

VANDALISM/VIOLENCE (continued)

but not be limited to:

A. Guidance for students, teachers and all staff regarding the recognition of threating or aberrant behavior in a student that may represent a threat to the school community;

B. The designation of members of the school community to whom threatening behavior shall be reported; and

C. Appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community.

The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the team is authorized to disclose the information to applicable agencies to pursue appropriate action under paragraph C., above, for any student whose behavior is identified as posing a threat to the safety of the school community.

Classified Students

Where a student whose behavior is being assessed has an Individualized Education Program (IEP) or 504 plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all federal and State special education laws.

Training

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3, that is consistent with the guidelines developed by the New Jersey Department of Education, to ensure that the threat assessment team is able to accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

Nothing in this policy shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the date of the policy's adoption.

Students who perpetrate threatening behaviors shall be disciplined in accordance with policy and regulations on suspension and expulsion and conduct/discipline.

Unsafe School Choice Option

The superintendent shall comply with all requirements of the Unsafe School Choice Option policy adopted by the State Board of Education for schools in districts that receive funds under the Every Student Succeeds Act of 2015 (ESSA). He/she shall keep the board informed of all state requirements and actions taken to implement the policy.

Particularly, if a school in the district is designated as "persistently dangerous" as defined in the policy, corrective action plans shall be prepared and presented to the board for review. The corrective action plans shall be in the format provided by the Department of Education and shall describe how the schools will reduce the number of incidents of violence as determined by the Student Safety Data System (SSDS).

Likewise, if a student while at school or on school grounds becomes a victim of a violent criminal offense as defined by state statute, he/she shall be offered the option of transferring to another safe school within the district.

Parents/Guardians shall be informed according to law and policy.

VANDALISM/VIOLENCE (continued)

The board shall be provided with access to a copy of the current statewide Unsafe School Choice Option Policy.

School Violence Awareness Week

This school district shall observe School Violence Awareness Week, the week beginning on the third Monday in October of each year. Organized activities focused on the prevention of school violence will be offered to students, employees and board members. Local law enforcement personnel will be invited to participate.

Violence and Vandalism Reporting

The superintendent will biannually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism and alcohol and other drug abuse and harassment, intimidation and bullying within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth N.J.A.C. 6A:16-5.3(f). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

Implementation

The superintendent shall oversee the development of implementing regulations on all aspects of this policy, including the establishment of procedures for cooperation between school staff and law enforcement officials for all situations involving firearms or other deadly weapons.

Adopted:	December 18, 2008
Revised:	February 16, 2017; May 17, 2018; June 15, 2023
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014; May 17, 2018; June 15, 2023; October 19, 2023; November 21, 2024

Key Words

Conduct, Discipline, Student Conduct, Vandalism, Violence

Legal References:	
N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2A:53A-15	Liability of parent or guardian for willful destruction of property by infant under 18
N.J.S.A. 2C:39-5	Unlawful possession of weapons
N.J.S.A. 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report,
N.J.S.A. 18A:17-43.4	Multi-Disciplinary Threat Assessment Team
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:36-5.1	School Violence Awareness Week
N.J.S.A. 18A:37-1 et seq.	Discipline of Students
See particularly: N.J.S.A. 18A:37-2, -2.1 through -2.5, -3, -7 through -12	
N.J.S.A. 18A:37-13 et seq.	Anti-Bullying Bill of Rights Act
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.4, -5.1, -5.2, -5.3, -5.5, -5.6, -5.7, -6.1	

"H.A." v. Warren Hills Regional School District, 1976 S.L.D. 336

See also Commissioners' Decisions indexed under "Students – Punishment of" in Index to N.J. School Law Decisions

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Unsafe School Choice Option Policy, New Jersey Department of Education, June 30, 2003

Possible Cross References:

*1120	Board of education meetings
*3250	Income from fees, fines, charges
3517	Security
*4131/4131.1	Staff Development, Inservice Education, Visitations, Conferences
4148/4238	Employee protection
*5114	Suspension and expulsion
*5119	Transfers
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
5131.4	Campus disturbances
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*6114	Emergencies and disaster preparedness
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

DRUGS, ALCOHOL, STEROIDS, NICOTINE
(Substance Abuse)

It is the responsibility of the Woodbridge Township Board of Education to safeguard the health, character, citizenship, and personality development of the students in its schools. The board of education recognizes that the misuse of drugs, alcohol, steroids, and nicotine threatens the positive development of students and the welfare of the entire school community. We, therefore, must maintain that the use of drugs, alcohol, steroids, and nicotine and the unlawful possession of these substances is wrong and harmful. The board of education is committed to utilizing wellness strategies that encourage the prevention, intervention, and cessation of prescription drugs, alcohol, steroid, and nicotine abuse.

The board of education recognizes that nicotine is a gateway drug and highly addictive and that the use of nicotine based products is a health, safety, and environmental hazard for students, employees, visitors, and school facilities. The board believes that the use of nicotine products on school grounds, in school buildings and facilities, on school property or at school-related or school-sponsored events is detrimental to the health and safety of students, faculty/staff and visitors. The board acknowledges that adult employees and visitors serve as role models for students. The board recognizes that it has an obligation to promote positive role models in schools and to promote a healthy learning and working environment, free from unwanted smoke and the use of nicotine based products for the students, employees, and visitors on the school campus. Finally, the board recognizes that it has a legal authority and obligation pursuant to P.L. 2005, Chapter 383 New Jersey Smoke-Free Air Act as well as the federal Pro-Children's Act, Title X of Public Law 103-227 and the No Child Left Behind Act, Part C, Environmental Smoke, Section 4303.

Drugs, Alcohol, Steroids

A. Students

For the purpose of this policy, "drug" includes all controlled dangerous substances set forth in N.J.S.A. 24:21-1 et seq. and all chemicals that release toxic vapors set forth in N.J.S.A. 2C:35-10.4 et seq.

A. The board of education prohibits the use, possession and/or distribution of any drug, alcohol, or steroids on school premises, and at any event away from the school provided by the board. Compliance with a drug-free standard of conduct at all school functions is mandatory for all students. Students suspected of being under the influence of drugs, alcohol, or steroids will be identified, evaluated, and reported in accordance with the law. Assessment will be provided by individuals who are certified by the New Jersey State Board of Examiners as Student Assistance Coordinators or by individuals who are appropriately certified by the New Jersey Board of Examiners and trained in alcohol and other drug abuse prevention. A student who uses, possesses, or distributes drugs, alcohol, or steroids on school premises or while attending a school-sponsored activity will be subject to discipline that may include suspension or expulsion, and may be reported to appropriate law enforcement personnel. Students suspected of involvement with alcohol, drugs or steroids away from school premises will be advised of appropriate treatment and remediation (N.J.S.A. 18A:40A-10). Treatment referrals for students who are affected by alcohol or other drug use will be provided by individuals who are certified as Student Assistance Coordinators or who are otherwise appropriately trained in drug and alcohol prevention, intervention, and follow-up. Treatment will not be at the board's expense.

B. The board directs the establishment of a program designed to provide short-term counseling and support services for students who are in care or returning from care for alcohol and other drug dependencies.

SUBSTANCE ABUSE (continued)

B. Law Enforcement for Drugs and Alcohol

A. Enforcement of Drug-Free School Zones

The board of education recognizes its responsibility to ensure continuing cooperation between school staff and law enforcement authorities in all matters relating to the use, possession, and distribution of controlled dangerous substances and drug paraphernalia on school property. The board further recognizes its responsibility to cooperate with law enforcement authorities in planning and conducting law enforcement activities and operations on school property. The board shall, therefore, establish a formal Memorandum of Agreement with the appropriate law enforcement authorities and set forth the following policies and procedures after consultation with the county prosecutor and approval by the executive county superintendent of schools. The Memorandum of Agreement shall be consistent with the *Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials*.

B. Law Enforcement Liaison

In order to ensure that such cooperation continues, the board directs the superintendent to designate a school district liaison(s) to law enforcement agencies and to prescribe the roles and responsibilities of the school liaison(s). Such assignment shall be in accordance with the district's collective bargaining agreement, if applicable.

C. Undercover Operations

The board hereby recognizes that the chief school administrator may request that law enforcement authorities conduct an undercover operation in the school if he/she has reason to believe that drug use and/or drug trafficking is occurring in the school and that a less intrusive means of law enforcement intervention would be ineffective. The board hereby authorizes the superintendent to request such intervention under these circumstances. The board recognizes that the superintendent is not permitted to ask the board's approval for his/her action and is not permitted to discuss any aspect of the undercover operation until authorized to do so by law enforcement authorities.

The board recognizes that law enforcement authorities may contact the superintendent to request that an undercover operation be established in a district school. The board recognizes that the superintendent is prohibited from discussing the request with the board. The board hereby authorizes the superintendent to act upon any such request in the manner that he/she determines is in conformity with the law and the Attorney General's Executive Directive 1988-1 and that is in the best interests of the students and the school district.

The board directs the superintendent and school principal to cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The superintendent, principal, or any other school staff or district board member who may have been informed about the undercover operation is required to immediately communicate information to the county prosecutor or designee if the integrity of the undercover school operation has been compromised in any way.

At the completion of an undercover operation in a school, and with the consent of the appropriate law enforcement authority, the superintendent shall report to the board regarding the nature of the operation, the result of the operation, and any serious problems encountered during the operation.

D. Summoning Law Enforcement Authorities onto School Property for the Purpose of Conducting Investigations, Searches, Seizures, and Arrests

Any school employee who has reason to believe a student(s) or a staff member(s) is using or distributing controlled dangerous substances, including anabolic steroids, or drug paraphernalia on school premises shall bring that information to the school principal who, in turn, shall report same to

the superintendent. The superintendent shall immediately report that information to the appropriate law enforcement agency. If, after consultation with the law enforcement official, it is determined that further investigation is necessary, the superintendent will cooperate with the law enforcement authorities in accordance with the law and administrative code. He/she will provide the officials with a room in an area away from the general student population in which to conduct their law enforcement duties. If law enforcement officials do not choose to investigate the incident, the superintendent may continue the investigation to determine if any school rules have been broken and whether any school discipline is appropriate.

If an arrest is necessary, and no exigent circumstances exist, the superintendent and staff will cooperate with the law enforcement officials and provide them access to the office of a school administrator or some other area away from the general student population. Every effort shall be made to enable law enforcement personnel to carry out the arrest in a manner that is least disruptive to the educational environment. The principal shall immediately notify the student's parent/guardian whenever a student is arrested for violating any laws prohibiting the possession, use, sale, or distribution of any controlled substance or drug paraphernalia.

Whenever the police have been summoned to a school building by the superintendent, the superintendent shall report the reason the police were summoned and any pertinent information to the board at its next regular meeting. If confidentiality is required, the report shall be made in executive session.

E. Student Searches and Securing Physical Evidence

The principal or his/her designee may conduct a search of a student's person or belongings if the search is necessary to maintain discipline and order in the school, and the school official has a reasonable suspicion that the student is concealing contraband. All searches and seizures conducted by designated school staff shall comply with the standards prescribed by the United States Supreme Court in State in re T.L.O. 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O. 569 U.S. 325 (1985) and the New Jersey School Search Policy Manual.

If, as a result of the search, a controlled dangerous substance or drug paraphernalia is found, or if a controlled dangerous substance or drug paraphernalia is by any means found on school property, the individual discovering the item or substance shall immediately notify the building principal; the principal shall immediately notify the superintendent who shall immediately, in turn, notify the appropriate law enforcement agency. The principal shall ensure that the controlled or dangerous substance and/or drug paraphernalia is labeled and secured in a locked cabinet or desk until law enforcement officials pick it up. The principal shall then contact the student's parents/guardians to inform them of the occurrence.

Whenever law enforcement officials have been called into the school, and a search of a student's person or belongings is necessary, or an interrogation is to be conducted, the superintendent shall request that the law enforcement officials conduct the search, seizure, or interrogation.

F. Police Presence at Extracurricular Activities

The superintendent is hereby authorized to contact the appropriate law enforcement agency and arrange for the presence of an officer(s) in the event of an emergency or when the superintendent believes that uniformed police presence is necessary to deter illegal drug use or trafficking or to maintain order or crowd or traffic control at a school function.

G. Resolving Disputes Concerning Law Enforcement Activities

The board authorizes the superintendent to contact the chief executive officer of the law enforcement

agency involved with any dispute or objection to any proposed or ongoing law enforcement operation or activity on school property. If for any reason the dispute or objection is not satisfactorily resolved with the chief executive officer of the agency, the superintendent shall work in conjunction with the county prosecutor and, where appropriate, the division of criminal justice to take appropriate steps to resolve the matter. Any dispute that cannot be resolved at the county level shall be reported to the board and shall be resolved by the attorney general whose decision will be binding.

H. Confidentiality of Student Involvement in Intervention and Treatment Programs

Nothing in this policy shall be construed in any way to authorize or require the transmittal of any information or records that are in the possession of a substance-abuse counseling or treatment program including, but not limited to, the school district's own substance abuse programs. All information concerning a student's or staff member's involvement in a school intervention or treatment program shall be kept confidential. See 42 CFR 2 and N.J.A.C. 6A:16-6.5.

Nicotine

Nicotine use is now recognized as a public health hazard. Nicotine use is associated with conditions such as heart disease, emphysema, asthma, high blood pressure, diabetes, and many other chronic diseases. The most effective strategy for discouraging nicotine use by young people is a wellness strategy that supports prevention, intervention, and cessation.

A. Nicotine Use and Possession

1. No student, faculty/staff member or school visitor is permitted to use any ~~tobacco~~ nicotine product or electronic smoking device:

   a. In any building, facility, or vehicle owned, leased, rented or chartered by the district;
   b. On any school grounds and property—including athletic fields and parking lots—owned, leased, rented, utilized (e.g., adjacent parking lots)or chartered by the board of education;
   c. At any school-sponsored or school-related event on-campus or off-campus (e.g., field trips, proms, sporting events off campus, etc).

2. In addition, school district employees, school volunteers, contractors or other persons performing services on behalf of the school district (e.g., bus drivers) also are prohibited from using nicotine products at any time while on duty in accordance with their contracts or in the presence of students, either on or off school grounds.

3. Further, no student is permitted to possess a nicotine product while in any school building, while on school grounds or property or at any school-sponsored or school-related event, or at any other time that students are under the authority of school personnel.

B. Definition of Nicotine Products, Nicotine Use, and Electronic Smoking Device

For the purposes of this policy:

1. “Nicotine product” is defined to include but is not limited to cigarettes, cigars, blunts, bidis, pipes, chewing tobacco and all other forms of smokeless tobacco, and any other items containing or reasonably resembling tobacco or nicotine products (excluding quit products);
2. “Nicotine use” includes smoking, chewing, dipping, vaping, or any other use of nicotine products;
3. “Electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device.

SUBSTANCE ABUSE (continued)

C. Compliance for Students

In recognition that nicotine use is a public health issue and that nicotine is a gateway drug and highly addictive, the board of education recognizes that intervention, in addition to punishment, is the most effective way to address violations of this policy. Students who violate the school district's ~~tobacco~~ nicotine-use policy will be referred to the Student Assistance Coordinators (SAC), for all offenses for health information, counseling, and referral. Prevention Education

The Health Education curriculum will provide an education to students to gain a greater understanding of the health hazards associated with the use and the impact of nicotine..

D. Procedures for Implementation

The administration will develop a plan for electronically communicating the policy that may include information in the student handbook.

Ongoing Implementation of this Policy

A. Prevention Education for Students

The board will enforce the laws of New Jersey requiring a program of drug, alcohol, steroid, and nicotine education. The superintendent shall prepare and submit to the board for its approval a comprehensive curriculum for such instruction in grades six through twelve of alcohol and other drug education in accordance with department of education chemical health guidelines, pursuant to N.J.S.A. 18A:40A-1 *et seq*. Drug, alcohol, steroid, and nicotine education shall be integrated with the health curriculum

B. Faculty Education and Inservice Training

All district personnel shall be alert to signs of alcohol, drug, steroid, and nicotine use by students and shall respond to those signs in accordance with procedures established by the superintendent of schools. The board of education will provide inservice training to assist teaching staff members in identifying any student who uses drugs, alcohol, steroids, and/or nicotine. The superintendent will ensure that all district employees receive annual inservice training to make them aware of their responsibilities in accordance with board policies and N.J.A.C. 6A:16-3.1.

C. Annual Review and Distribution of Policy

The board will review annually the effectiveness of these policies and the Memorandum of Agreement entered into with the appropriate law enforcement agency. As part of this review, the board will consult with the executive county superintendent, local community members, and the county prosecutor's office.

In accordance with N.J.S.A. 18A:40A-10, copies of the policy shall be posted on the district website annually for all school staff, students and parents through its website or other means (N.J.A.C. 6A:16-4.2).

D. Administrative Regulations

The superintendent may develop administrative regulations for:

1. A comprehensive program of drug, alcohol, steroid, and nicotine education;
2. The identification of students involved with drugs, alcohol, steroids, and nicotine;
3. The examination of students suspected of being under the influence of drugs, alcohol, steroids, or nicotine to determine the extent of the student's use or dependency;

SUBSTANCE ABUSE (continued)

4. The assessment of students who use, possess or distribute drugs, alcohol, steroids, and nicotine in violation of law or this policy through a referral to an appropriate drug/alcohol/nicotine abuse program; and
5. The readmission to school of students who have been convicted of drug, alcohol, steroid, or nicotine offenses.

E. Reporting and Liability

The superintendent will annually submit a report utilizing the Student Safety Data System (SSDS) accurately reporting on each incident of violence, vandalism including harassment, intimidation and bullying, and alcohol and other drug abuse within the school district. Any allegations of falsification of data will be reviewed by the board of education using the requirements and procedures set forth in N.J.A.C. 6A:16-5.3(g). Board action shall be based on a consideration of the nature of the conduct, the circumstances under which it occurred, and the employee's prior employment record.

At an annual hearing the superintendent shall report to the board all acts of violence and vandalism and incidents of alcohol and other drug abuse that occurred during the previous school year.

Any staff member who reports a student to the principal or his/her designee in compliance with the provisions of this policy shall not be liable in civil damages as a result of making such a report as provided for under N.J.S.A. 18A:40A-1 et seq.

F. Confidentiality Requirements

All policies and procedures must comply with the confidentiality requirements established in federal regulation found at 42 CFR Part II.

G. Parental Compliance

Substance abuse in the district is considered a health risk. It is the expressed position of the district that when school rules have been violated, and when a student's health is at risk, we must notify the student's parents/guardians and attempt to involve the family in the rehabilitation plan subject to the confidentiality restrictions of 42 CFR Part II.

Optional Random Drug Testing of High School Students

School districts have the option to conduct random testing of high school students who possess a school parking permit or who participate in extracurricular activities, including sports, for alcohol or other drug use. Testing, if conducted, will comply with the requirements of N.J.A.C. 6A:16-4.4, "voluntary policy for random testing of student alcohol or other drug use." Before instituting testing, a public hearing will be held concerning the district's policy and procedures. Collection and testing of specimens will be only by the individuals authorized by the regulations.

Adopted:	May 19, 1977; December 21, 1978; February 15, 1990; November 19, 1992
NJSBA Review/Update:	August 25, 1994; September 18, 2003: May 17, 2018
Readopted:	December 2011, August 21, 2014, December 21, 2017; May 17, 2018

Key Words

Drugs, Alcohol, Nicotine, Steroids, Substance Abuse, Smoking, Drinking, Drug Testing

Legal References: N.J.S.A. 2A:62A-4 Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from

SUBSTANCE ABUSE (continued)

	liability
N.J.S.A. 2C:29-3a	Hindering apprehension or prosecution
N.J.S.A. 2C:33-15	Possession or consumption of alcoholic beverage by person under legal age, penalty
N.J.S.A. 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 2C:33-17	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
N.J.S.A. 2C:33-19	Paging devices, possession by students
N.J.S.A. 2C:35-1 et seq.	New Jersey Comprehensive Drug Reform Act of 1987
See particularly:	
N.J.S.A. 2C:35-7, -10	
N.J.S.A. 2C:35-2	Definitions
N.J.S.A. 9:6-1 et seq.	Abuse abandonment, cruelty, and neglect of child; what constitutes
N.J.S.A. 9:17A-4	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:36-19.2	Student locker or other storage facility; inspections; notice to students
N.J.S.A. 18A:37-1	Submission of students to authority
N.J.S.A. 18A:37-2	Causes for suspension or expulsion of students
N.J.S.A. 18A:38-25	Attendance required of children between six and sixteen, exceptions
N.J.S.A. 18A:38-31	Violation of article by parents or guardian, penalties
N.J.S.A. 18A:40A-1 et seq.	Substance abuse
See particularly:	
N.J.S.A. 18A:40A-1, -2, -3, -4, -5, and -9	
N.J.S.A. 18A:40A-22 to -25	Random student drug testing
N.J.S.A. 24:21-2	Definitions (New Jersey controlled dangerous substances)
N.J.S.A. 26:3D-55 et seq.	New Jersey Smoke-Free Air Act
N.J.A.C. 6A:8-3.1	Curriculum and instruction
N.J.A.C. 6A:9-13.2	Student Assistance **C**oordinator
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-4.4	Voluntary policy for random testing of student alcohol or other drug use.
See also:	
N.J.A.C. 6A:16-1.3, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	
N.J.A.C. 6A:32-13.1 et seq.	Student Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

F.G. v. Bd. of Ed. of Hamilton, 1982 S.L.D. 382

G.L.H. v. Bd. of Ed. of Hopewell Valley Regional School District, et al., 1987 S.L.D. April 20, aff'd St. Bd. 1987 S.L.D. Sept. 2

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

State of New Jersey v. Jeffrey Engerud, 93 N.J. 308 (1983)

Honig v. Doe 484 U.S. 305 (1988)

Vernonia School District v. Acton, 515 U.S. 646 (1995)

In the Matter of the Tenure Hearing of Graceffo, 2000 S.L.D. (September 2002)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. (2002)

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*1120	Board of Education Meetings
*1330	Use of school facilities
*1410	Local units
*4131.1	Inservice education/visitations/conferences
*4231.1	Inservice education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Student records
*5131	Conduct/discipline
*5131.7	Weapons and dangerous instruments
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WEAPONS AND DANGEROUS INSTRUMENTS

The Woodbridge Township Board of Education prohibits the possession and/or use of firearms, other weapons, or instruments that can be used as weapons on school property, on a school bus, at any school function, or while enroute to or from school or any school function.

For the purpose of this policy "weapon" includes but is not limited to those items enumerated in N.J.S.A. 2C:39-1r. The principal shall make the final determination that a particular object is a dangerous instrument in any case where there is a question of its possession or use posing a threat to students, staff or property.

Any student who is convicted or adjudicated delinquent for possession of a firearm or a crime while armed with a firearm or found knowingly in possession of a firearm on any school property, on a school bus, or at a school-based function shall be immediately removed from the school's regular education program pending a hearing before the board to remove the student from the regular education program for a period of not less than one calendar year.

The principal/designee shall be responsible for the removal of such a student and shall immediately report the removal to the superintendent. The superintendent may modify a student's removal on a case-by-case basis. The principal shall also notify the appropriate law enforcement agency of a possible violation of the New Jersey Code of Criminal Justice.

A student found or observed on school property or at a school event in possession of a weapon or dangerous instrument other than a firearm shall be reported to the principal/designee immediately. The principal shall immediately inform the superintendent/designee and appropriate law enforcement officials with all known information concerning the matter, including the identity of the student involved.

Assault by a student with a weapon on a teacher, administrator, board member or other employee of the board is strictly prohibited and shall result in the student's immediate removal from the general education program for a period not exceeding one calendar year. Subject to a hearing before the board, the student shall be placed in an alternative education program.

The superintendent shall determine at the end of the year whether the student is prepared to return to the regular education program in accordance with procedures established by the Commissioner of Education.

Disciplinary action shall be taken against students who possess, handle, transmit or use firearms, other weapons, or dangerous instruments. Classified students shall be disciplined in accordance with their IEP and in compliance with law and administrative code. As in all disciplinary cases, due process will be provided (see policies 5114 Suspension and Expulsion and 5131 Conduct/Discipline).

A violence and vandalism report shall be filed whenever a student is found to be in possession of a firearm, other weapon, or dangerous instrument.

Remotely Activated Paging Devices (Beepers)

No student shall bring or possess a remotely activated paging device on any property used for school purposes without the written permission of the superintendent. Permission shall not be granted unless and until the student has established a reasonable basis for possessing the device.

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

Student members of a volunteer fire company or first aid, ambulance or rescue squad may carry remotely activated paging devices provided that:

A. The student is required to respond to an emergency; and

B. A copy of the statement by the chief executive officer of the volunteer fire company or first aid, ambulance or rescue squad authorizing the possession of the paging device is in the possession of the student at all times while the student is in possession of the remotely activated paging device.

Implementation

The board directs the superintendent to develop regulations to implement this policy.

Adopted:	June 11, 1992
Revised:	October 19, 1995
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Weapons, Dangerous Instruments, Violence, Paging Devices, Beepers, Firearms

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:12-1	Definition of assault
N.J.S.A. 2C:33-19	Paging devices, possession by students
N.J.S.A. 2C:39-1	Definitions
N.J.S.A. 2C:39-5	Unlawful possession of weapons
N.J.S.A. 2C:39-6	Exemptions
N.J.S.A. 18A:6-1	Corporal punishment of students
N.J.S.A. 18A:36-19.2	Student locker or other storage facility; inspections; notice to students
N.J.S.A. 18A:37-1	Submission of students to authority
N.J.S.A. 18A:37-2	Causes for suspension or expulsion of students
N.J.S.A. 18A:37-2.1 through –2.5	Assaults by student upon teacher, administrator, board member or employee of board of education; suspension; expulsion proceedings …
N.J.S.A. 18A:37-7 through –12	Zero Tolerance for Guns Act
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.3, -1.4, -5.2, -5.4, -5.5, -5.6, -6.1, -6.2, -6.3(b), -6.4	Programs to Support Student Development

P.L. 103-382, Improving America's Schools Act of 1994 Section 1702, Prohibits possession or discharge of a firearm in a school zone, Pub. L. 101-647

Attorney General's Executive Directive No. 1988-1, Memorandum of Agreement (revised, amended)

WEAPONS AND DANGEROUS INSTRUMENTS (continued)

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

See also Commissioners' Decisions indexed under "Pupils – Punishment of" in Index to N.J. School Law Decisions

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*5114	Suspension and expulsion
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5145.11	Questioning and apprehension
*5145.12	Search and seizure
*6172	Alternative educational programs

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE BOARD OF EDUCATION **FILE CODE: 5131.8**
Woodbridge, New Jersey

Policy

RANDOM ALCOHOL OR OTHER DRUG TESTING

The Woodbridge Township Board of Education recognizes that the problem of illegal drug and alcohol use presents a continuing challenge to the school and a clear danger to the student population as a whole. The district is committed to maintaining athletics, co-curricular programs, and parking in a safe, healthy, and secure educational environment. The purpose of the school alcohol and other drug testing policy is to deter alcohol and other drug use and to provide a means for the early detection of students with alcohol or other drug problems so that referral for evaluation or referral for treatment may be expedited.

The superintendent shall ensure that the district implements policy and supportive programs for the detection and prevention of substance use by students involved in athletics, co-curricular activities, and/or for students who apply for parking permits. Participation in athletics, co-curricular activities, clubs, and parking on campus are privileges. Students, by virtue of their voluntary participation in these activities, are regarded as school leaders and role models. Therefore, it is expected that these students maintain exemplary behavior and be drug and alcohol free. The random alcohol and other drug testing program is a proactive means of advancing the goals of safety and health for all students participating in athletics, co-curricular activities, and parking on school grounds.

The school random alcohol or other drug testing program shall comply with the confidentiality requirements established in federal regulations 42 CFR Part II and state law N.J.S.A. 18A:40A-12 addressing reporting students suspected of being under the influence in school. This policy and its regulations will apply to all students of the Woodbridge Township School District who participate in any athletics, co-curricular activities, school clubs, and/or students granted parking permits for on campus parking. This policy and its regulations shall be distributed to all staff, students, and parents/guardians annually at the beginning of each school year. Notification of its availability shall appear annually in the students' handbook.

Eligibility for Testing

A. All students of the Woodbridge Township School District who participate in any athletics, co-curricular activities, school clubs, and/or who have applied for parking permits for on campus parking, shall be required to submit parental consent for the random alcohol or other drug testing pool. Students shall become eligible to participate in the above stated activities and/or granted a parking permit once they and their parent/guardian have completed the Random Alcohol or Other Drug Testing Program: Consent to Test Form;

B. The Consent to Test Form must be submitted to the appropriate coach, advisor, or vice principal;

C. Student athletes must submit the Consent to Test Form on or before the first day they participate in practice. Failure to do so will result in the student being ineligible for participation in the athletic team/activity;

D. Students involved in co-curricular activities or school clubs must submit the Consent to Test Form on or before the second meeting date. Failure to do so will result in ineligibility for participation in the activity or club;

E. Students who are granted a permit for parking on campus must submit the Consent to Test Form prior to the first day of parking. Failure to do so will result in the revocation of the parking permit;

F. The Consent to Test Form shall be valid for one school year. Students in the random alcohol or other drug testing (RDT) pool may be randomly selected at any time during the year, whether or not they have

been previously tested or are currently participating in athletics or co-curricular activities; or if they no longer park on school grounds, and/or have a revoked parking permit;

G. A parent/guardian may remove their student from the RDT pool by written request. The School Testing Coordinator shall notify the parents in writing if and when a student is removed from the RDT pool. In the event that a student is removed from the RDT pool by written request, he or she shall be ineligible to participate in athletics, co-curricular activities, clubs, and parking on campus from the time the request is granted until the end of that school year.

H. The district shall test no less than 10% of the total number of students in the testing pool annually.

Random Selection

In statistics, a simple random sample is a subset of individuals (a sample) chosen from a larger set (a population). The larger set/population for the alcohol and other drug testing pool shall be made up of all students participating in athletics, co-curricular activities, school clubs, and/or students who have been granted parking permits. A simple random sample shall be selected from the pool and tested for alcohol and other drugs according to the testing procedures below.

Each individual in the RDT pool shall be chosen for testing randomly and entirely by chance, such that each individual has the same probability of being chosen at any stage during the sampling process, and each subset of *k* individuals has the same probability of being chosen for the sample as any other subset of *k* individuals.

Testing Procedure

A. Testing Coordinator - The principal or his/her designee will coordinate and supervise the RDT program;

B. A confidential testing schedule will be created by the administration prior to the initiation of the program to ensure that the testing of eligible students is conducted in a manner that is random;

C. Testing will only occur on student contact days during the academic year;

D. The students eligible for testing will be identified by their designated identification number, not their name, in order to maintain confidentiality and to maintain the integrity of the randomness of this program;

E. Selection of the students in the RDT pool will be conducted in an entirely random basis;

F. When the student selected is absent, an alternate student shall be randomly selected;

G. Parents will be called to notify them that their child has been selected for testing, prior to the test.

H. The district shall ensure that the following information shall remain confidential:

1. The identity of the students selected to be tested;
2. The identity of the students tested;
3. The billing and management reports associated with alcohol or other drug tests; and
4. Information, prior to the time of the alcohol or other drug test that a test is to take place.

I. All RDT screening and testing shall be conducted in a private testing site by the school nurse or school physician;

J. The Testing Coordinator will notify the individuals selected for testing (participant), and notify his or her parent/guardian;

K. Initial screening shall be administered by cheek swabs by the school nurse;

L. If a swab indicates a positive result for the presence of alcohol or other drugs, the nurse or school physician will conduct formal testing in accordance with N.J.A.C. 6A:16-4.4;

M. The testing site will have a secured bathroom, which will maximize the privacy of the participant. The door shall be monitored by the nurse/physician;

N. Each specimen collected shall be subject to strict chain of custody procedures including a chain of custody form and shall be handled only by the nurse/physician conducting the test;

O. The testing analysis of the specimen shall be conducted by the nurse when individual test procedures allow, or by a licensed clinical laboratory in adherence of the protocols detailed for the test conducted;

P. Specimens shall be stored in a locked cabinet or when necessary a refrigerator and disposed of following the receipt of the test results in accordance with law;

Q. Confirmed positive samples shall be stored and retained not less than forty-eight (48) hours following the notification to the parent/guardian of the test results, in order to ensure that the sample is available should the parent/guardian wish to contest the result;

R. The district shall bear the cost of all alcohol or other drug tests conducted as part of the RDT program including any costs associated with the transportation of students;

S. Students will remain in the RDT pool even if they have been previously selected for testing.

Notification of Testing and Testing Results

The parents/guardians of students in the RDT pool shall be notified each time his/her child has been tested. Parents/guardians shall receive written notification of the RDT results. These notifications shall be confidential.

All positive RDT results shall be confirmed by the laboratory using methodology recommended by the manufacturer of the laboratory instrument.

Recording Results

The district respects the privacy of its students and shall maintain confidentiality regarding any RDT records. The results will only be released to parents/guardians and authorized district personnel. All records and subsequent actions shall be kept in a file separate from the student's regular file.

District personnel will not release RDT records or any resulting action to anyone other than the student and/or his/her parent/guardian without written authorization from the student and/or his/her parent/guardian, in accordance with 42 C.F.R. - Part II. District personnel violating confidentiality or releasing records or other information without authorization shall be subject to disciplinary action.

RDT information resulting from the program will not be turned over to any law enforcement authorities except under circumstances in which the district is legally compelled to surrender or disclose such test results (N.J.A.C. 6A:16-3.2).

The following will be considered violations of Woodbridge Township School District Policy #5131.8:

A. A confirmed positive alcohol or other drug test;

B. Refusal to participate in testing or to provide a specimen when selected; and/or

C. Tampering with the specimen and/or the collection process.

Students will be ineligible for participation in any athletics, co-curricular activities, school clubs, or parking on campus unless they and their parent/guardian complete and sign the Random Alcohol or Other Drug Testing Program: Consent to Test Form.

Procedures for Violations

The following procedures shall apply when the result of the RDT is a confirmed positive:

A. The principal or designee will contact the parent/guardian to remove the student from school and make arrangements for the mandatory medical examination pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (board policy 5131.6 Substance Abuse);

B. The student shall be referred for evaluation and treatment pursuant to law and according to board policy 5131.6 Substance Abuse. The student may be reinstated in the athletics, co-curricular activities, school clubs, and/or have his/her parking permit renewed only when the student has cooperated fully with the resulting recommendations and/or treatment plan;

C. In accordance with law (N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3) and board policy 5131.6 Substance Abuse, a physician must evaluate any student perceived to be under the influence of alcohol or other drugs before returning to school. The physician shall provide a written clearance to the district certifying that substance use no longer interferes with the student's mental or physical ability to participate in school;

D. Refusal to cooperate, refusal to produce a specimen, and/or tampering with a specimen or the collection process will be considered a positive result, and district procedures for violations will be implemented;

E. The student will be removed from any athletics, co-curricular activities, schools clubs, and/or have his/her parking permit revoked for each offense;

Consequences

1st Violation

1) The student must agree to and complete 5 counseling sessions with the student assistance counselor (SAC).
2) The student must agree to follow any appropriate treatment recommendations made by the SAC, including an alcohol/drug out-patient or in-patient rehabilitation program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation providers(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
3) The student must submit a swab test with a negative result.
4) The student must provide a physician's written clearance to return to school.
5) The student will be suspended from participation on the team, activity, club, or parking on campus until the completion of the above (1-4).

2nd Violation

1) The student will be removed from participation on athletic team, activity, club, or parking on campus for a period of 30 days from the date of the second violation.
2) The student will be subject to further drug testing for the remainder of the school year.
3) The student must attend a minimum of 10 counseling sessions with SAC and must agree to follow any appropriate treatment recommendations. The student may be required to complete an alcohol/drug out-patient or in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation provider(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
4) The student must submit a swab test with a negative result.
5) The student must provide a physician's written clearance to return to school.

3rd Violation

1) The student will be removed from participation on athletic team, activity, club, or parking on campus for a period of 60 days from the date of the third violation.
2) The student will be subject to further testing for the remainder of the school year.
3) The student must attend a minimum of 10 counseling sessions with the SAC and must agree to follow any appropriate treatment recommendations. The student may be required to complete an alcohol/drug out-patient or in-patient rehabilitation program that must begin within one week of the offense and continue with an aftercare program. An information release form must be completed for the SAC to be able to communicate with the rehabilitation provider(s). The parent/guardian is responsible for the cost of the rehabilitation program (if recommended).
4) The student must submit a swab test with a negative result.
5) The student must provide a physician's written clearance to return to school.

Parent/guardians shall not be responsible for the cost of the random alcohol or other drug test. Parents/guardians shall be responsible for the cost of the rehabilitation and/or treatment programs (if recommended).

Appeal Procedure

Any student participating in the random alcohol or other drug testing program or his/her parents/guardians may challenge a positive alcohol or other drug test by appeal to the superintendent.

A retest of the specimen may be conducted at a laboratory approved by the district and which follows federal Substance Abuse and Mental Health Services Administration (SAMHSA) standards concerning alcohol and other drug testing protocols and procedures. The parent/guardian shall be responsible for the cost of the retest. Requests must be made within twenty-four (24) hours of receiving the confirmed positive results from the initial alcohol or other drug test.

NJSBA Review/Update: February 2012
Adopted: August 23, 2018

Key Words

Alcohol, Drugs, Alcohol Test, Drug Test, Random Testing, Substance Abuse

Legal References:

N.J.S.A. 2A:62A-4	Reports by educational personnel on dependency upon or illegal use of controlled dangerous substances or use of intoxicating vapor releasing chemicals; immunity from liability
N.J.S.A. 2C:29-3a	Hindering apprehension or prosecution
N.J.S.A. 2C:33-15	Possession or consumption of alcoholic beverage by person under legal age, penalty
N.J.S.A. 2C:33-16	Alcoholic beverages; bringing or possession on school property by person of legal age; penalty
N.J.S.A. 2C:33-17	Offer or service of alcoholic beverage to underage person; disorderly persons; exceptions
N.J.S.A. 2C:35-1 et seq.	New Jersey Comprehensive Drug Reform Act of 1987
See particularly:	
N.J.S.A. 2C:35-7, -10	
N.J.S.A. 2C:35-2	Definitions
N.J.S.A. 9:6-1 et seq.	Abuse abandonment, cruelty, and neglect of child; what constitutes
N.J.S.A. 9:17A-4	Consent by minor to medical care or treatment; venereal disease, sexual assault or drug use or dependency; notice and report of treatment; confidentiality
N.J.S.A. 18A:25-2	Authority over students
N.J.S.A. 18A:36-19.2	Student locker or other storage facility; inspections; notice to students

N.J.S.A. 18A:37-1	Submission of students to authority
N.J.S.A. 18A:37-2	Causes for suspension or expulsion of students
N.J.S.A. 18A:38-25	Attendance required of children between six and sixteen, exceptions
N.J.S.A. 18A:38-31	Violation of article by parents or guardian, penalties
N.J.S.A. 18A:40A-1 et seq.	Substance abuse
See particularly:	
N.J.S.A. 18A:40A-1, -2, -3, -4, -5, and -9	
N.J.S.A. 18A:40A-22 to -25	Random student drug testing
N.J.S.A. 24:21-2	Definitions (New Jersey controlled dangerous substances)
N.J.A.C. 6A:9-13.2	Substance awareness coordinator
N.J.A.C. 6A:14-2.8	Discipline/suspension/expulsion
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-4.4	Voluntary policy for random testing of student alcohol or other drug use.
See also:	
N.J.A.C. 6A:16-1.3, -1.4, -2.2, -2.4, -3.1, -3.2, -4.1 through -4.3, -5.3, -6.1 -6.5	
N.J.A.C. 6A:32-13.1 et seq.	Pupil Behavior

Drug Free Workplace Act of 1988 Enacted November, 1988 (Pub. L. 100-690, Title V, Subtitle D) 102 Stat. 4305-4308

Regulations Under Drug Free Workplace Act, C.F.R. 4946 (1/31/89)

42 CFR Part 2--Confidentiality of alcohol and drug abuse patient records

Possible Cross References:

*1120	Board of Education Meetings
*1410	Local units
*4131.1	Inservice education/visitations/conferences
*4231.1	Inservice education/visitations/conferences
*5114	Suspension and expulsion
*5124	Reporting to parents/guardians
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Substance abuse
*5131.7	Weapons and dangerous instruments
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5145.12	Search and seizure
*6145	Extracurricular activities
*6145.1/6145.2	Intramural competition; interscholastic competition
6145.7	Social events/meetings
*6154	Homework/makeup work
*6172	Alternative educational programs
*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP SCHOOL DISTRICT

High School Student Random Alcohol or Other Drug Testing Program
Consent to Test Form

Woodbridge Township School District acknowledges its responsibility to provide the most conducive learning environment for all students and recognizes that, unless schools and their students are substance free, the best conditions for learning do not exist. School-based initiatives have proven particularly effective in recognizing and remediating students' development of alcohol or other drug issues, and the district will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. In order to do this, the district has approved a random drug testing policy for students involved in extra-curricular programs, including all clubs and athletic programs, and those who participate in student parking. The purpose of this program is directed toward deterrence and remediation. The policy is not intended to be disciplinary or punitive in nature as indicated by existing court decisions as it relates to the loss of instructional time.

I understand fully that my performance as a participant and the reputation of my school are dependent, in part, on my conduct as an individual. I hereby agree to accept and abide by the standards, rules, and regulations set forth by the Woodbridge Township School District Board of Education and the sponsors for the activity(ies) in which I participate. I authorize Woodbridge Township School District to conduct an Alcohol or other Drug test on-site if my name is drawn from the random pool. Pursuant to the Policy 5131.8 Random Alcohol or Other Drug Testing, I authorize the following:

1. Woodbridge Township School District to perform random alcohol and or other drug testing.
2. Woodbridge Township School District to submit my name _____ to random alcohol or other drug testing as per Woodbridge Township School District Policy 5131.8
3. I understand that if my name _____ is selected, I (he/she) will submit to the procedures outlined in Woodbridge Township School District Policy 5131.8
4. Failure to abide by Woodbridge Township Policy 5131.8 will result in suspension of extracurricular activities and/or revocation of parking privileges.

_____	_____	_____
Print Student Name	Student Signature	Date
_____	_____	_____
Print Parent Name	Parent Signature	Date
_____	_____	_____
Parent Home Phone	Parent Work Phone	Parent Cell Phone

Check at least one (1) of four (4) below:

___ I plan to participate in the following sport(s): _____

___ I plan to participate in the following student activity(ies): _____

___ I hold a valid parking permit. Permit Number: _____

___ I am volunteering to be placed in the alcohol and other drug testing pool. (Check to opt in)

___ I understand that this consent is valid for one school year. (Required)

*All results are kept strictly confidential and are released only to those individuals named above.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5132**
Woodbridge, New Jersey

Policy

STUDENT DRESS AND GROOMING

It is the intention of the Woodbridge Township Board of Education to insure that all students recognize the need to be appropriately dressed each time they enter the school building. All students are encouraged to dress in a way that is in good taste and is appropriate for school. Appropriate dress would be the type attire which would identify the serious and important nature of the educational process. Not only should appropriate student dress be clean and neat but it should not make a statement which would offend good judgment, be in poor taste, incite others, and may not be a disruptive influence, present a threat to safety and health, or violate the law.

Appropriate dress for students can only be achieved with the total cooperation of students, parents, and guardians. In order to achieve good taste in student dress, the board of education appeals to parents to insure that they purchase appropriate school attire for their children and supervise what they wear to school.

A. Regulations:

Regulating student dress shall be the responsibility of the administration of each school. The teacher is to play a most important role in regulating student dress and is required to refer a student to the office whenever an individual's attire may interfere with the educational process.

1. Any clothing which is excessively tight or which displays nudity, such as sheer or transparent blouses or shirts shall not be permitted. Tank tops, halters, and tube tops are not permitted. Clothing on the upper body must cover the chest and midriff at all times.
2. Any type of clothing, apparel or accessory which indicates that a student has membership in, or affiliation with, any gang associated with criminal activities is prohibited on school property.
3. Clothing on the lower body must cover the genitalia and buttocks at all times.
4. Bedroom and sleep attire, such as pajama tops and/or bottoms, will not be permitted.
5. Footwear is required and must have some sort of back to keep it on the wearer. Footwear that can easily come off or poses a safety hazard, such as cleated shoes, shoes with wheels, slippers, sandals, flip-flops or excessively high heels are not permitted.
6. Any article of clothing which displays indecent, inappropriate, or offensive writing, pictures, or slogans shall not be permitted.
7. "Quasi-attire," such as armbands, wristbands, non-functional headbands, bandanas, buttons, pins or other methods of symbolic expression are not permitted if determined by the teacher or principal to cause disruption, disorder, or a clear and present danger. Clothing which displays words or pictures that depict alcohol, drugs, or articles of clothing or jewelry associated with gangs, shall not be worn.
8. Any article of clothing or jewelry considered to be harmful, or which may cause damage to another student's person or property, such as spiked bracelets and/or necklaces, shall not be permitted.
9. Clothing which is excessively worn, ripped, damaged, or soiled shall not be permitted.
10. Hats are never to be worn inside the school building, except where such use is pursuant to the observance of religious beliefs.
11. Sunglasses may not be worn in school by students unless a medical excuse has been filed with the office.
12. Outerwear, such as coats and jackets, shall not be worn during the school day. Exceptions may be made by the building administration.
13. Safety and protective clothing, as well as athletic or gym clothing, shall be worn as required.
14. Book bags (backpacks) may be used by students to and from school and must be stored in a locker during the school day.
15. Students attending any school functions (field trips, dances, activities during school hours) will not be permitted to participate unless they are properly attired.

STUDENT DRESS AND GROOMING (continued)

16. The administration reserves the right to determine if any article of clothing is inappropriate for school.

B. Enforcement:

Students not conforming to the dress code shall be disciplined by the administration in accordance with other board policies. If any employee has concerns about a student's attire, they should notify the administration immediately.

C. Distribution:

A copy of this dress code shall be distributed to all students by publication in the student handbook as well as on our district website.

Adopted:	June 5, 1973
Revised:	December 21, 1978; December 8, 1988; March 21, 1991; July 15, 2004; September 21, 2006; January 17, 2008, July 14, 2014; March 12, 2026
NJSBA review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Dress, Grooming, Attire

Possible Cross References;

*5131	Student conduct and discipline
*5142	Student safety

*Indicates policy is included in the Critical Policy Reference Manual.

MARRIED/PREGNANT STUDENTS

No pupil, whether married or unmarried, who is otherwise eligible to attend the district's school(s) shall be denied an educational program solely because of pregnancy, childbirth, pregnancy-related disabilities, or actual or potential parenthood. All pregnant students shall be permitted to remain in the regular school program and activities.

No married pupil who is otherwise eligible to attend the district's school(s) shall be denied an educational program solely because of his/her marital status.

A pregnant pupil who does not wish to attend regular classes or who is physically unable to do so during her pregnancy may, on her request, be assigned to either a formal alternative educational program or home instruction.

A pupil who has received an alternate educational program or home instruction for reasons associated with her pregnancy shall be readmitted to the regular school program upon her request and the written statement of a physician that she is physically fit to do so. All alternate educational programs or home instruction for pregnant students shall provide instruction equivalent to the general and/or special education programs as applicable.

A pregnant student under the age of 18 who wishes to withdraw from the district must have the written permission of her parents/guardians.

Lactation Provisions

Students admitted or returning to school following the birth of a child who choose to continue providing their milk for their infants shall receive the accommodations required by law that support their choice to breast feed. Accommodations shall include but shall not be limited to:

A. Milk expression breaks for breastfeeding

The student shall be allowed to breastfeed or express milk during the school day using their normal breaks, study hall and meal times. For time that may be needed beyond the usual break times, the student may request a pass to the school nurse. The school nurse with the consultation of the principal and student's teacher(s) may at the request of the student develop regular schedule accommodations that better support their choice to breastfeed.

B. A place to express milk

A private room (not a toilet stall or restroom) shall be made available for the student to breastfeed or express milk. The room will be private and sanitary, located near a sink with running water for washing hands and rinsing out breast pump parts, and have an electrical outlet. If the student prefers, she may also breastfeed in other comfortable locations agreed upon in consultation with the principal. Expressed milk can be stored in general refrigerators/in designated refrigerators provided in the lactation room or other location/in student's personal cooler.

C. Staff Support

The principal shall ensure that pregnant and breastfeeding students are notified about the district's

MARRIED/PREGNANT STUDENTS (continued)

lactation support policies and procedures. The principal shall be responsible for negotiating policies and practices that will help facilitate each student's infant feeding goals. It is expected that all employees will assist in providing a positive atmosphere of support for breastfeeding students.

(See the district procedure at 5134 Breastfeeding, Regulation.)

Adopted:	March 20, 1986
Revised:	April 29, 2004; February 16, 2017; April 30, 2020
NJSBA Review/Update:	December 2011; April 30, 2020
Readopted:	August 21, 2014; April 30, 2020

Key Words
Married Students, Pregnant Students

Legal References:	N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
	N.J.S.A. 18A:36-20	Discrimination prohibited
	N.J.A.C. 6A:7-1.1 et seq.	Managing for Equality and Equity in Education
	See particularly:	
	N.J.A.C. 6A:7-1.4,-1.7	
	N.J.A.C. 6A:16-7.1	Code of student conduct
	20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972	
	The Comprehensive Equity Plan, New Jersey State Department of Education	

Possible Cross References:	*5141.3	Health examinations and immunizations
	*5145.4	Equal educational opportunity
	*6145	Extracurricular activities
	*6154	Homework/makeup work
	*6172	Alternative educational programs
	*6173	Home instruction

*Indicates policy is included in the Critical Policy Reference Manual.

FUND-RAISING ACTIVITIES

The Woodbridge Township Board of Education acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

The board recognizes the inherent danger of door-to-door solicitation and prohibits door-to-door solicitation by students in the name of the school or by student-parent organizations associated with the school.

For purposes of this policy, "student fund raising" shall include the solicitation and collection of money by students for any purpose; the collection of money in exchange for tickets, papers, or any other goods or services.

Prior to the raising of funds by students in the name of the school or by a student organization associated with the school, the approval of the building principal and/or the superintendent of schools must be obtained.

A. Such approval is needed for the collection of monies in school, on school property, in any part of the township or any other community;

B. All funds so raised must be deposited in the student activities account of the school; and

C. The custodian of school funds will be responsible for deposits, withdrawals, and accounting of such funds in accordance with established policies.

Adopted:	June 18, 1973
Revised:	December 21, 1978; November 20, 1997; April 27, 2006
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Fund Raising, School-connected Organizations

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:19-14	Funds derived from student activities
N.J.S.A. 18A:20-34	Use of schoolhouse and grounds for various purposes
N.J.S.A. 18A:23-1	Audit when and how made
N.J.S.A. 18A:23-2	Scope of audit
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 52:14-15.9c1. et al.	Public Employee Charitable Fund-Raising Act
N.J.A.C. 6A:23A-16.1 et seq.	Double Entry Bookkeeping and GAAP Accounting n Local School Districts
N.J.A.C. 6A:23A-16.12	Student activity funds
N.J.A.C. 6A:23A-16.13	School store business practices

Selfridge v. Kinnelon Board of Education, 1977 S.L.D. 522

FUND-RAISING ACTIVITIES (continued)

Possible Cross References:

*1140	Distribution of materials by students and staff
1210	Community organizations
*1230	School-connected organizations
1314	Fundraising by outside organizations
*1330	Use of school facilities
*3400	Accounts
*3450	Money in school buildings
*3453	School activity funds
3571	Financial reports
*3571.4	Audit
*6145	Extracurricular activities
*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

HEALTH

The board of education believes that good health is vital to successful learning. In order to help district pupils achieve and maintain good health, the board directs the chief school administrator to develop pupil health services that employ professional personnel and interact with both parents/guardians and community health agencies. The program shall include but not be limited to:

A. Employment of a medical inspector to perform those duties required by law, and to advise the chief school administrator on all matters affecting the health of pupils;

B. Employment of at least one certified school nurse to assist with physical examinations; conduct biennial scoliosis screening; conduct an audiometric screening; maintain pupil health records; observe and recommend to the principal the exclusion of pupils who show evidence of communicable disease or who have not submitted acceptable evidence of immunizations; instruct teachers on communicable diseases and other health concerns; train and supervise the emergency administration of epinephrine for school staff who have been designated as delegates; supervise other nursing tasks; provide appropriate response to Do Not Resuscitate (DNR) orders; maintain valid, current Cardiopulmonary Resuscitation (CPR) certification; review and summarize health and medical information for the Child Study Team; write and update annually the accommodation plan under Section 504 for any student who requires one;

C. Provision of proper and adequate facilities, equipment and supplies for professional health personnel and other staff;

D. Establishment of a system of pupil health records in compliance with state law;

E. Implement the New Jersey Student Learning Standards in physical education, health, family life, safety, and use of drugs, alcohol, tobacco and anabolic steroids; recommendations for appropriate equipment and supplies to teach such courses;

F. Development of rules and procedures to foster good pupil health, and periodic dissemination of these rules and procedures to the staff;

G. Development of a program to provide safe drinking water and otherwise to maintain the buildings, grounds, facilities and equipment of the district in sanitary condition in accordance with law;

H. Development and enforcement of an eye protection program as required by statute and administrative code;

I. A regular report to the board on progress and accomplishments in the field of pupil health;

J. Health services to staff that support pupil health;

K. Provision of emergency services for injury and sudden illness;

L. Provision for required physical examinations including an examination to certify that a pupil returning to school after suffering a contagious/infectious condition or illness is no longer a threat to the health of others;

M. Development of all regulations and procedures necessary for evaluation of pupils suspected of being under the influence of drugs/alcohol, tobacco or anabolic steroids;

N. Encouragement of correction of defects through fully informing pupils and parents/guardians concerning the findings of health examinations for scoliosis;

O. Preparation for the potential disruption of a pandemic flu outbreak, such as avian flu, by filling out a school preparedness checklist available from www.pandemicflu.gov or NJSBA, with periodic reports to the school board on steps the district has already taken, as well as additional steps that need to be taken, to prepare for a flu pandemic.

School-based health care services shall be available to all students, including English language learners.

Annual Nursing Plan

The chief school administrator (or his/her designee) in conjunction with the school physician and the certified school nurse shall develop an annual Nursing Services Plan. The Nursing Services Plan shall describe in detail the nursing services to be provided throughout the district based on the needs of its students, potential emergency situations, basic nursing services requirements, and the assignment of medical staff to provide the services. The Nursing Services Plan shall be adopted annually at a regular meeting. The Nursing Services Plan may include the following:

A. A description of the basic nursing services provided all students;

B. A summary of specific medical needs of individual students and the services required to address the needs;

C. A description of how nursing services will be provided in an emergency;

D. Detailed nursing assignments for all school buildings;

E. The nursing services and additional medical services provided to nonpublic schools.

Students with Diabetes

As used in this policy, an “individualized health care plan” means a document setting out the health services needed by the student at school, and an “individualized emergency health care plan” outlines a set of procedural guidelines that provide specific directions about what to do in a particular emergency situation. Both are to be developed by the school nurse, in consultation with the parent or guardian of a student with diabetes and other medical professionals who may be providing diabetes care to the student, and signed by the parent or guardian.

The board believes that diabetes is a serious chronic disease that impairs the body’s ability to use food, and must be managed 24 hours a day in order to avoid the potentially life-threatening short-term consequences of blood sugar levels that are either too high or too low. In order to manage their disease, students with diabetes must have access to the means to balance food, medications, and physical activity level while at school and at school-related activities.

Accordingly, a parent or guardian of a student with diabetes shall inform the school nurse, who shall develop an individualized health care plan and an individualized emergency health care plan for the student. Further, the parent or guardian must annually provide to the board of education written authorization for the provision of diabetes care as outlined in the plans, including authorization for the emergency administration of glucagon.

Both plans shall be updated by the school nurse prior to the beginning of each school year and as necessary

if there is a change in the student's health status. The plans may include elements specified in N.J.S.A. 18A:40-12.13 including, but not limited to:

A. The symptoms of hypoglycemia for that particular student and the recommended treatment;

B. The symptoms of hyperglycemia for that particular student and the recommended treatment;

C. The frequency of blood glucose testing;

D. Written orders from the student's physician or advanced practice nurse outlining the dosage and indications for insulin administration and the administration of glucagon, if needed;

E. Times of meals and snacks and indications for additional snacks for exercise;

F. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;

G. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

H. Education of all school personnel who may come in contact with the student about diabetes, how to recognize and treat hypoglycemia, how to recognize hyperglycemia, and when to call for assistance;

I. Medical and treatment issues that may affect the educational process of the student with diabetes; and

J. How to maintain communications with the student, the student's parent or guardian and healthcare team, the school nurse, and the educational staff.

The school nurse assigned to a particular school shall coordinate the provision of diabetes care at that school and ensure that appropriate staff are trained in the care of these students, including staff working with school-sponsored programs outside of the regular school day. The school nurse shall also ensure that each school bus driver that transports a student with diabetes is provided notice of the student's condition, how to treat hypoglycemia, and emergency/parent contact information. A reference sheet identifying signs and symptoms of hypoglycemia shall be posted in plain view within school buildings.

The school nurse shall have the primary responsibility for the emergency administration of glucagon to a student with diabetes who is experiencing severe hypoglycemia. The school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer glucagon to a student with diabetes who is experiencing severe hypoglycemia. The designated employees shall only be authorized to administer glucagon, following training by the school nurse or other qualified health care professional, when a school nurse is not physically present at the scene.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom, on school grounds or at any school-related activity, if evaluated and determined to be capable of doing so consistent with the plan. The student's management and care of his/her diabetes shall include the following:

A. Performing blood glucose level checks;

B. Administering insulin through the insulin delivery system the student uses;

C. Treating hypoglycemia and hyperglycemia;

D. Possessing on the student's person at any time the supplies or equipment necessary to monitor and care

HEALTH (continued)

for the student's diabetes;

E. Compliance with required procedures for medical waste disposal in accordance with district policies and as set forth in the individual health care plan; and

F. Otherwise attending to the management and care of the student's diabetes.

Students with Epilepsy or a Seizure Disorder

The parent/guardian of a student with epilepsy or a seizure disorder who seeks care for their student while at school shall submit annually to the school nurse the student's seizure action plan. The seizure action plan shall be comprehensive and provided by the student's physician, advanced practice nurse, or physician's assistant. It shall include, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.

The parents/guardians of the student shall annually provide the board with written authorization for the provision of epilepsy or seizure disorder care at school and school-sponsored programs outside of the regular school day. When this written authorization is received, the school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student.

The school nurse shall also obtain a release from the parent/guardian of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

The individualized health care plan shall be developed by the school nurse, in consultation with the parent or guardian of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student. It shall be consistent with the recommendations of the student's health care providers. The individualized health care plan shall detail the health services needed by the student at school. The plan shall be signed by the parent or guardian and the school nurse.

The individualized emergency health care plan shall be developed by the school nurse in consultation with the parent or guardian of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student's health care providers. This plan shall detail specific actions for non-medical school staff to take in a particular emergency situation. The plan shall be signed by the parent or guardian and the school nurse.

The individualized health care plan shall include, and the individualized emergency health care plan may include:

A. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;

B. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;

C. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;

D. Accommodations for school trips, after-school activities, class parties, and other school-related activities;

E. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide

care for epilepsy and seizure disorders, and when to call for assistance;

F. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;

G. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and

H. How to maintain communication with the student, the student's parent or guardian and health care team, the school nurse, and the educational staff.

The board directs the school nurse to coordinate the provision of epilepsy and seizure disorder care at the school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day. The training shall include a Department of Health-approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.

The school nurse shall provide school bus drivers responsible for transporting a student with epilepsy or a seizure disorder with a notice of the student's condition; information on how to provide care for epilepsy or the seizure disorder; emergency contact information; epilepsy and seizure disorder first aid training; and parent contact information.

No school employee, including a school nurse, a school bus driver, a school bus aide, or any other officer or agent of a board, shall be held liable for any good faith act or omission consistent with the provisions of this act, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to this act. Good faith shall not include willful misconduct, gross negligence, or recklessness.

New Jersey Family Care

The school nurse shall ensure that the parent/guardians of students who are without medical coverage are notified of and provided information on the accessibility of the New Jersey Family Care Program in accordance with N.J.S.A. 18A:40-34.

Nonpublic School Pupils

The board shall provide mandated nursing services to nonpublic school pupils as required by law (see policy 5200 Nonpublic School Pupils).

The operation of the pupil health program shall be in compliance with the rules and regulations of the state department of education, local board of health and the state department of health and senior services, and state department of human services. The board shall review and adopt the regulations developed to implement the district's health services.

Automated Electronic Defibrillator (AED)

Because the board recognizes that medical emergencies may occur that justify the use of AEDs, the board may acquire and maintain this equipment for use by qualified staff members. An applicable patient would exhibit all of the following signs as per American Heart Association standards on AED use:

A. Is unconscious;
B. Is not breathing;
C. Have no signs of circulation (as confirmed by a pulse check).

Only those staff members documented as having completed the required training shall be authorized to use an AED. A coach, athletic trainer, or in the absence of the coach or athletic trainer and other designated staff member, who is appropriately trained and certified in the use of the AED shall be present during athletic events or team practices. In the event that no appropriately AED trained and certified staff person can be present at athletic events or team practices, the district shall ensure that a State-certified emergency services provider or other certified first responder is on site at the event or practice.

Placement, Accessibility and Maintenance of the AED

The AED shall be:

A. Available in an unlocked location on school property with an appropriate identifying sign;

B. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which pupils of the district or nonpublic school are participating;

C. Within reasonable proximity of the school athletic field or gymnasium, as applicable;

D. Tested and maintained according to the manufacturer's operational guidelines and notification shall be provided to the appropriate first aid, ambulance, or rescue squad or other appropriate emergency medical services provider regarding the defibrillator, the type acquired, and its location in accordance with section 3 of P.L.1999, c.34 (N.J.S.A. 2A:62A-25).

Implementation of Procedures for Cardio-Pulmonary Resuscitation and AED Use

The chief school administrator shall oversee the development and implementation of a district emergency action plan that establishes guidelines for use of the AED. The emergency action plan shall include:

A. A list of no less than five school employees, team coaches, or licensed athletic trainers who hold current certifications from the American Red Cross, American Heart Association, or other training program recognized by the Department of Health, in cardio-pulmonary resuscitation and in the use of a defibrillator. The list shall be updated, as necessary, at least once in each semester of the school year; and

B. Detailed procedures on responding to a sudden cardiac event including, but not limited to, the identification of the persons in the school who will be responsible for: responding to the person experiencing the sudden cardiac event, calling 911, starting cardio-pulmonary resuscitation, retrieving and using the defibrillator, and assisting emergency responders in getting to the individual experiencing the sudden cardiac event.

Any employee, student or other individual who inappropriately accesses and/or uses an AED will be subject to disciplinary action, up to and including expulsion from school and/or termination of employment. Civil and/or criminal liability may also be imposed on any student, employee or individual who inappropriately accesses and/or uses an AED. All usage will be reported to the board of education.

Immunity

A school district and its employees shall be immune from civil liability in the acquisition and use of defibrillators pursuant to the provisions of section 5 of P.L.1999, c.34 (C.2A:62A-27). A person who acts with gross negligence or willful misconduct in the use of defibrillators does not enjoy immunity.

HEALTH (continued)

Adopted:	August 21, 2014; May 21, 2020
Revised:	February 16, 2017; May 21, 2020
NJSBA Review/Update:	April 30, 2020
Readopted:	May 21, 2020

Key Words

Health, Pupil Health, Student Health, Nursing Plan, Diabetes, Individualized Health Care Plan, Cardio-Pulmonary Resuscitation, Automated External Defibrillator, AED, Epilepsy

Legal References:

N.J.S.A. 2A:62A-23 to 27	AED emergency medical services
N.J.S.A. 18A:16-6, -6.1	Indemnity of officers and employees against civil actions
N.J.S.A. 18A:35-4.6 et seq.	Parents Right to Conscience Act of 1979
N.J.S.A. 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-4.3	Biennial examination for scoliosis
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.11 et seq.	Findings, declarations relative to the care of students with diabetes
N.J.S.A. 18A:40-12.34	Definitions relative to epilepsy and seizure disorders.
N.J.S.A. 18A:40-12.35	Annual submission of student's seizure action plan
N.J.S.A. 18A:40-12.36	Information provided to bus driver
N.J.S.A. 18A:40-12.37	Release to share medical information
N.J.S.A. 18A:40-12.38	Immunity from liability
N.J.S.A. 18A:40-23 et seq.	Nursing Services for Nonpublic School Pupils
N.J.S.A. 18A:40-34	New Jersey Family Care Program
N.J.S.A. 18A:40A-1 et seq.	Substance Abuse
N.J.S.A. 44:6-2	Maintenance by boards of education of clinics for indigent children
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	
N.J.A.C. 6A:26-12.1 et seq.	Operation and Maintenance of School
See particularly: N.J.A.C. 6A:26-12.3	Facilities
N.J.A.C. 8:57-1.1 et seq.	Reportable Communicable Diseases
See particularly:	
N.J.A.C. 8:57-2	Reporting of AIDS and HIV
N.J.A.C. 8:61-1.1	Attendance at school by pupils or adults infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987), guidelines for admission of children with AIDS, the right to call witnesses and attendant right to cross-examine must be provided automatically upon request of the parties

Possible Cross References: *1410 Local units

HEALTH (continued)

1420	County and intermediate units
*3510	Operation and maintenance of plant
*3516	Safety
*3542	Food service
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
4151.2/4251.2	Family illness/quarantine
*5111	Admission
*5125	Pupil records
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school pupils
*6142.4	Physical education and health
*6142.12	Career education

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP SCHOOL DISTRICT
WOODBRIDGE, NJ **FILE CODE 5141.01**

POLICY

READMITTANCE – COVID-19

Daily Home Screening for Students

Staying away from others helps stop the spread of the coronavirus (COVID-19). Therefore, parents/guardians and are encouraged to conduct a daily home screening for COVID-19 symptoms on their child before the child leaves for school.

The following short check list shall be completed each morning by the parent/guardian. Parents/guardians shall report information indicating that the child may need to be excused to the school nurse:

SECTION 1: Symptoms

If your child has any of the following symptoms, that indicates a possible illness that may decrease the student's ability to learn and also put them at risk for spreading illness to others. Please check your child for these symptoms:

- ☐ Temperature 100.4 degrees Fahrenheit or higher when taken by mouth
- ☐ Sore throat
- ☐ New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- ☐ Diarrhea, vomiting, or abdominal pain
- ☐ New onset of severe headache, especially with a fever
- ☐ Chills
- ☐ Muscle Aches
- ☐ Nausea
- ☐ Fatigue
- ☐ Congestion
- ☐ Runny Nose
- ☐ Difficulty Breathing
- ☐ New Loss of Smell
- ☐ New Loss of Taste

SECTION 2: Close Contact/Potential Exposure

- ☐ Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19
- ☐ Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases as described in the Community Mitigation Framework
- ☐ Lived in areas of high community transmission (as described in the Community Mitigation Framework) while the school remains open

READMITTANCE – COVID-19 (continued)

Return-to-School

If the student/parent/caregiver answers YES to any question in Section 1 but NO to any questions in Section 2, the student would be excused from school in accordance with existing school illness management policy (e.g. until symptom-free for 24 hours without fever reducing medications).

If the student or parent or caregiver answers YES to any question in Section 1 and YES to any question in Section 2, the student shall be referred for an evaluation by their healthcare provider and possible testing. The school nurse shall consult with the local health department to develop a strategy to refer symptomatic individuals to an appropriate healthcare provider or testing site.

Testing results as a part of return to school policy are not required. Students who have received a negative test result should be allowed to return to school once their symptoms have otherwise improved.

Students diagnosed with COVID-19 or who answer YES to any question in Section 1 and YES to any question in Section 2 without negative test results should stay home, isolate themselves from others, monitor their health, and follow directions from their local health department. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted, families should notify the contract tracer that the student attended school.

Students diagnosed with COVID-19 or who answer YES to any component of Section 1 and YES to any component of Section 2 without negative test results shall be permitted to return to school when in line with current CDC recommendations in "When Can I Be Around Others" (see exhibit). A negative test or doctor's note is **not** required for return. Questions regarding return to school shall be jointly decided in consultation with parents or caregivers, school personnel, and the student's healthcare provider.

Students who are excluded from school shall be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

School Isolation Protocols

Some students may develop symptoms of infectious illness while at school. The school nurse shall be notified immediately and take action to isolate students who develop these symptoms from other students and staff:

A. Students with any of the symptoms in Section 1 shall follow board policy 5141.1 Illness to minimize transmission to others, to optimize learning opportunities, and to allow for these symptoms to resolve (at least 24 hours without fever reducing medications or in accordance with existing school illness policy);

B. Students who develop any of the symptoms in Section 1 while at school shall be placed in an isolation area separate from staff and other students:

    1. School staff (e.g., workers, teacher aides, school health staff) who interact with a student who becomes ill while at school should use Standard and Transmission-Based Precautions when caring for sick people;
    2. Students who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick;
    3. Students identified at school who develop any of the symptoms in Section 1 and answer YES to any of the questions in Section 2 should be placed in an isolation area separate from staff and other students (e.g., a nurse's office) and then sent home or to a healthcare facility if symptoms indicate a need for further evaluation:

        a. If an ambulance is called, the healthcare staff shall be notified that the student may have been exposed to someone with COVID-19;
        b. After the student is placed in an isolation area, school staff who work in the isolation area should follow CDC's Considerations for Cleaning and Disinfecting your Building or Facility.

Note: The school nurse or other responsible staff members shall be mindful of appropriate safeguards to ensure that the student is isolated in a non-threatening manner, within the line of sight of adults, and for very short periods of time.

Confirmed Person with COVID-19 in the School Building

Short-term closure procedures may be implemented when there is a confirmed case of a student or staff member who was in the school building and found to have the Coronavirus (COVID-19). The board directs the chief school administrator to act according to the following CDC recommended procedures regardless of the level of community spread:

Coordinate with Local Health Officials

Once learning of a COVID-19 case in someone who has been in the school, the school nurse shall immediately notify local health officials. The local health officials shall be consulted in determining the course of action for the schools.

Dismiss Students and Most Staff for 2-5 Days

This initial short-term dismissal allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal duration is needed to stop or slow further spread of COVID-19:

A. Local health officials' recommendations for the scope (e.g., a single school, multiple schools, the full district) and duration of school dismissals will be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community;

B. Extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) shall be cancelled during school dismissals;

C. Staff, students, and their families shall be discouraged from gathering or socializing anywhere. This includes group child care arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local shopping mall.

Communication

The chief school administrator or his or her designee shall communicate with and provide updated information to staff, parents/guardians, and students. The chief school administrator or his or her designee shall coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure:

A. This communication to the school community should align with the communication plan in the school's emergency operations plan;

B. The plan shall include messages to counter potential stigma and discrimination;

C. The confidentiality of the student or staff member information as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act shall be maintained.

Cleaning and Disinfecting

A. Areas used by the individuals with COVID-19 shall be closed off. Maintenance staff shall wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Maintenance staff shall open outside doors and windows to increase air circulation in the area. If possible, maintenance staff shall wait up to 24 hours before beginning cleaning and disinfection;

READMITTANCE – COVID-19 (continued)

B. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces;

C. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection;

D. For disinfection most common EPA-registered household disinfectants should be effective:

1. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19. The manufacturer's instructions for all cleaning and disinfection products shall be followed (e.g., concentration, application method and contact time, etc.);
2. Additionally, diluted household bleach solutions may be used if appropriate for the surface. Manufacturer's instructions for application and proper ventilation shall be strictly observed. Maintenance/cleaning staff shall check to ensure the product is not past its expiration date. Household bleach shall not be mixed with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted. Prepare a bleach solution by mixing:

    a. 5 tablespoons (1/3rd cup) bleach per gallon of water; or
    b. 4 teaspoons bleach per quart of water

E. Additional information on cleaning and disinfection of community facilities such as schools can be found on CDC's website.

Making Decisions about Extending the School Dismissal

Temporarily dismissing child care programs and K-12 schools is a strategy to stop or slow the further spread of COVID-19 in communities:

A. During school dismissals (after cleaning and disinfection), the schools may stay open for staff members (unless ill) while students stay home. Keeping facilities open:

1. Allows teachers to develop and deliver lessons and materials remotely, thus maintaining continuity of teaching and learning; and
2. Allows other staff members to continue to provide services and help with additional response efforts.

The chief school administrator in consultation with the local health officials shall determine which, if any, staff should be allowed in the school;

B. The chief school administrator shall work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.

C. The chief school administrator shall seek guidance from local health officials to determine when students and staff should return to the school and what additional steps are needed for the school community. In addition, students and staff who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to school.

Ensuring Continuity of Education.

A. Continuity plans, including plans for the continuity of teaching and learning shall be reviewed by teaching staff members and administrators. E-learning plans, including digital and distance learning options shall be implemented as feasible and appropriate;

B. The chief school administrator in consultation with school district staff and officials or other relevant state or local partners shall determine:

1. If a waiver is needed for state requirements of a minimum number of in-person instructional hours or school days (seat time) as a condition for funding;
2. How to convert face-to-face lessons into online lessons and how to train teachers to do so;
3. How to triage technical issues if faced with limited IT support and staff;
4. How to encourage appropriate adult supervision while children are using distance learning approaches; and
5. How to deal with the potential lack of students' access to computers and the Internet at home.

Distributing Food to Students

If there is community spread of COVID-19, the chief school administrator or his or her designee shall design strategies to avoid distribution in settings where people might gather in a group or crowd. Options such as "grab-and-go" bagged lunches or meal delivery shall be considered.

Alternatives for Providing Essential Medical and Social Services for Students

Necessary services for children with special healthcare needs shall be provided as necessary and appropriate. The district may work with the state Title V Children and Youth with Special Health Care Needs (CYSHCN) Program in providing essential medical and social services.

Adopted:	September 24, 2020; November 19, 2020
NJSBA Review/Update:	August 2020
Readopted:	November 19, 2020

Key Words

Coronavirus, COVID-19, Sickness, Illness, Isolation, Return to School

Legal References:

N.J.S.A. 18A:16-6	Indemnity of officers and employees against civil actions
N.J.S.A. 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-7	Exclusion of pupils who are ill
N.J.S.A. 18A:40-8	Exclusion of pupils whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-10	Exclusion of teachers and pupils exposed to disease
N.J.S.A. 18A:40-11	Exclusion of pupils having communicable tuberculosis
N.J.S.A. 18A:40-12	Closing schools during epidemic
N.J.S.A. 18A:40-25	Boards of education to provide nursing care to students in nonpublic schools
N.J.S.A. 26:2T-1	Newly diagnosed Hepatitis C case; information, reports
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or pupils
N.J.S.A. 26:4-15	Reporting of communicable diseases by physicians
N.J.S.A. 26:5C-1 et seq.	AIDS Assistance Act
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.3, -2.1 et seq.	
N.J.A.C. 8:57-1.1 et seq.	Reportable Communicable Diseases
See particularly: N.J.A.C. 8:57-1.3, -1.7, -2	

Resources:

Restart & Recovery Plan: The Road Back, NJDOE. https://www.nj.gov/education/reopening/

READMITTANCE – COVID-19 (continued)

When You Can be Around Others, CDC. https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html

Schools & Child Care: Plan, Prepare, and Respond, CDC. https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html

Possible Cross References:

*1410	Local units
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*5113	Attendance, absences and excuses
*5125	Pupil records
*5141	Health
*5141.1	Accidents
*5141.2	Illness
*5141.4	Child abuse and neglect
*5200	Nonpublic school pupils

*Indicates policy is included in the Critical Policy Reference Manual.

ACCIDENTS

Each principal shall develop a program of accident prevention suited to his/her school. The superintendent shall review and approve such programs. When unforeseen situations arise, and an accident occurs, a school nurse or other assigned staff member shall be responsible for providing emergency services to a child or staff member. The medical inspector shall prepare a list of first aid treatment for the most common minor injuries. This list shall be made known to the staff.

Guidelines for Dealing with Accident/Injury

A. The school nurse or another trained person shall be responsible for administering first aid. Universal precautions shall be taken in the handling of blood and body fluids to ensure the containment of bloodborne pathogens (see policies and regulations 4112.4/4212.4 Employee Health and 5141.2 Illness);

B. In all cases where the nature of an injury appears in any way serious, every effort shall be made to contact the parent/guardian and/or family physician immediately;

C. Parents/guardians shall be requested to pick up their child. If a parent/guardian is unable to provide such transportation, no student who is injured shall be sent home alone. A student who is injured shall not be taken home unless it is known that someone is there to receive him/her;

D. In extreme emergencies, the school nurse, school doctor or principal may make arrangements for immediate hospitalization of injured students, contacting parents/guardians in advance if at all possible;

E. The teacher or other staff member who is responsible for a child at the time an accident occurs shall make out a report within 24 hours on an official form providing details about the accident. This shall be required for every accident whether first aid is necessary or not;

F. Any injuries or accidents to students shall be reported as soon as possible to the superintendent and the board.

Staff shall be informed at the beginning of each school year of the accident prevention program and procedures to be followed in case of an accident/injury.

Emergency Medical Procedures for Sports/Athletics

The board of education recognizes its responsibility for student safety encompassing all aspects of sports and athletic events in both intramural and interscholastic programs. The board directs the superintendent to develop and implement emergency medical procedures to ensure delivery of appropriate emergency medical services for all practice sessions, competitive contests, games, events, or exhibitions with individual students or teams of the schools of this district whether among themselves or with students of other districts.

The board further directs that these emergency medical procedures be disseminated to appropriate personnel within this district and address practice sessions and both home and away events.

The board directs the superintendent to report on the effectiveness of the emergency medical procedures to the board annually for its review.

ACCIDENTS (continued)

NJSBA Review/Update: December 2011
Adopted: August 21, 2014

Key Words

Accidents; Injuries

Legal References:

N.J.S.A. 18A:11-3	Voluntary associations regulating conduct of student activities; membership; rules and regulations; appeals
N.J.S.A. 18A:16-6	Indemnity of officers and employees against civil actions
N.J.S.A. 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-25	Boards of education to provide nursing care to students in nonpublic schools
N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.4, -2.1, -2.3, -2.4	Programs to Support Student Development
N.J.A.C. 6A:26-12.2(a)2iii	Policies and procedures for school facility operation
N.J.A.C. 6A:27-12.2	Accident reporting
N.J.A.C. 6A:32-9.1 et seq.	Athletics Procedures
N.J.A.C. 8:61-1.1 et seq.	Participation and Attendance at School by Individuals with HIV Infection

HIV Policy and Practice: Regulatory Requirements for New Jersey Public Schools,

SDOE Division of Student Services, Sept. 1996, Doc. #P101400-31

Possible Cross References:

*3516	Safety
*3541.33	Transportation safety
*4112.4/4212.4	Employee health
*4123	Classroom aides
*5113	Absences and excuses
*5125	Pupil records
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.2	Illness
*5141.4	Child abuse and neglect
5141.6	Crisis intervention
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school students
*6114	Emergencies and disaster preparedness
*6142.12	Career education
*6145.1/6145.2	Intramural competition; interscholastic competition
*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

ILLNESS

When students are taken suddenly ill in school, they shall be sent or escorted to the nurse's office. If the nurse is not in the medical office, the student shall be sent or taken to the building principal's office. In general, the same procedures that apply to accidents shall apply to sudden student illness. The superintendent, in cooperation with the medical inspector, shall implement this policy.

Control of Contagious Diseases or Conditions

In order to protect the health of the students in our schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious or infectious diseases or conditions. Pupils who have been absent because of contagious or infectious diseases or conditions must present a certificate of recovery from a licensed physician or be examined by the medical inspector.

The school nurse shall observe students who show evidence of communicable disease and recommend their exclusion to the school principal. Recommendations shall be consistent with reporting requirements on communicable diseases as set forth in the New Jersey Health Code. Such students shall be isolated in the nurse's office until a parent/guardian picks them up, and any necessary measures have been taken to prevent spread of the infection. The school nurse, under the direction of the medical inspector, shall instruct all teachers in the symptoms of the most common diseases or conditions at least once a year.

Any student with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS shall not be excluded from general education, transportation services, extracurricular activities, athletic activities, assigned to home instruction or classified as eligible for special education because of the HIV infection. The school nurse shall recommend the exclusion of any individual with weeping skin lesions that cannot be covered.

In addition to the review of health and safety measures required by law, the school nurse shall individually instruct teachers from whose classrooms a student has been excluded in the symptoms of the disease for which the student was excluded. Student rights and confidentiality shall be protected in accordance with law. No teacher shall attempt to diagnose any illness of a student, but shall refer suspected cases to the nurse immediately.

Contact Tracing

Contact tracing is the process used to identify those who come into contact with people who have tested positive for many contagious diseases, including COVID-19. Contact tracing is used by health departments to prevent the spread of infectious disease. In general, contact tracing involves identifying people who have an infectious disease (cases) and their contacts (people who may have been exposed) and working with them to interrupt disease transmission. For COVID-19, this includes asking cases to isolate and contacts to quarantine at home voluntarily.

All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Contact tracing for COVID-19 typically involves:

A. Interviewing people with COVID-19 to identify everyone with whom they had close contact during the time

ILLNESS (continued)

they may have been infectious;

B. Notifying contacts of their potential exposure;

C. Referring contacts for testing;

D. Monitoring contacts for signs and symptoms of COVID-19; and

E. Connecting contacts with services they might need during the self-quarantine period.

To prevent the further spread of disease, COVID-19 contacts are encouraged to stay home and maintain social distance (at least 6 feet) from others until 14 days after their last exposure to a person with COVID-19. Contacts should monitor themselves by checking their temperature twice daily and watching for symptoms of COVID-19.

The school nurse shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The school nurse and the building principal are the designated staff liaisons responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The school nurse in consultation with the building principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure.

A staff member shall immediately notify the principal and the school nurse when he/she observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality when the COVID-19 test is positive.

When the individual exhibits symptoms the school nurse will ensure that the student is taken to the designated isolation area. The nurse will examine the individual and may refer them for testing and treatment. A student exhibiting symptoms of COVID 19 may be required to submit to a COVID 19 test. The school nurse shall require the certification of a physician that the student is contagion free before readmitting a student to school. The nurse shall report all students testing positive for COVID 19 to the health department. The health department shall conduct the contact tracing.

Symptoms of COVID 19 include:

A. A fever of 100° F or greater;

B. Cough;

C. Shortness of breath or difficulty breathing;

D. Chills;

E. Repeated shaking with chills;

F. Muscle pain;

G. Headache;

H. Sore throat;

ILLNESS (continued)

I. New loss of taste or smell;

J. Fatigue;

K. Congestion or runny nose;

L. Nausea or vomiting;

M. Diarrhea

All school and district administrators, school safety specialists, counselors, and any other staff deemed appropriate by the school and district, shall be provided information regarding the role of contact tracing in keeping school communities safe from the spread of contagious disease.

The school nurse or his or her designee shall make information available and/or conduct virtual information sessions to educate the broader school community on the importance of contact tracing**.**

Handling Blood and Body Fluids

The superintendent and/or his designee and medical inspector shall develop detailed routine procedures based on New Jersey administrative code and guidelines from the Centers for Disease Control for proper handling of blood and body fluids resulting from illness/accidents in the schools. These procedures shall be disseminated to all district staff and volunteers.

The medical inspector shall report all cases of communicable disease to the local board of health as required by law.

Adopted:	December 21, 1978; August 27, 1987; August 20, 2020
Revised:	March 19, 1987; January 22, 1998; August 20, 2020
NJSBA Review/Update:	December 2011; July 2020
Readopted:	August 21, 2014

Key Words

Illness, Sickness, Body Fluids

Legal References:

N.J.S.A. 18A:16-6	Indemnity of officers and employees against civil actions
N.J.S.A. 18A:16-6.1	Indemnity of officers and employees in certain criminal actions
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-7	Exclusion of students who are ill
N.J.S.A. 18A:40-8	Exclusion of students whose presence is detrimental to health and cleanliness
N.J.S.A. 18A:40-10	Exclusion of teachers and students exposed to disease
N.J.S.A. 18A:40-11	Exclusion of students having communicable tuberculosis
N.J.S.A. 18A:40-12	Closing schools during epidemic
N.J.S.A. 18A:40-25	Boards of education to provide nursing care to students in nonpublic schools
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or students
N.J.S.A. 26:4-15	Reporting of communicable diseases by physicians
N.J.S.A. 26:5C-1 et seq.	AIDS Assistance Act
N.J.S.A. 26:2T-1	Newly diagnosed Hepatitis C case; information, reports
N.J.A.C. 6A:16-1.1 et seq.	Programs to Support Student Development

ILLNESS (continued)

See particularly: N.J.A.C. 6A:16-1.3, -1.4, -2.1 et seq.	
N.J.A.C. 8:57-1.1 et seq.	Reportable Communicable Diseases
See particularly: N.J.A.C. 8:57-1.3, -1.7, -2	
N.J.A.C. 8:61-1.1	Attendance at school by students or adults infected by Human Immunodeficiency Virus (HIV)

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Possible Cross References:

*1410	Local units
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*5113	Absences and excuses
*5125	Pupil records
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.1	Accidents
*5141.4	Child abuse and neglect
*5200	Nonpublic school students
*6142.13	HIV prevention education

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5141.20**
Woodbridge, New Jersey

Policy

FOOD ALLERGIES

The Woodbridge Township Board of Education acknowledges that food allergies can be life threatening. The risk of accidental exposure to foods can only be reduced in the school setting if schools work with students, parents, and physicians to minimize risks and provide a safe educational environment for food-allergic students. The Woodbridge Township District shall take reasonable steps to identify students who may be at risk of life threatening food allergies and to prevent the likelihood of an allergic reaction.

The superintendent shall oversee the implementation of the following guidelines. The Woodbridge Township Board of Education policies and procedures on food allergies shall be disseminated to the school community annually.

Family's Responsibility

A. Notify the school of the child's allergies;

B. Work with the school team to develop a Food Allergy Action Plan that promotes food allergy management and accommodates the child's needs throughout the school including the classroom, in the cafeteria, in after-care programs, during school-sponsored activities, and on the school bus, as well as a defined emergency allergic reaction plan;

C. Provide written medical documentation, instructions, and medications as directed by a physician, using the Food Allergy Action Plan as a guide. Include a photo of the child on written form;

D. Replace medications after use or upon expiration;

E. Educate the child in the self-management of their food allergy including:

1. Safe and unsafe foods;
2. Strategies for avoiding exposure to unsafe foods;
3. Symptoms of allergic reactions;
4. How and when to tell an adult they may be having an allergy-related problem;
5. How to read food labels (age appropriate);
6. Review policies/procedures with the school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.

School's Responsibility

A. Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA and any state laws or district policies that apply;

B. Review the health records submitted by parents and physicians;

C. Include food-allergic students in school activities. Students should not be excluded from school activities solely based on their food allergy;

D. Identify a core team including but not limited to, school nurse, teacher, principal, school food service and nutrition manager/director, and counselor (if available) to work with parents and the student (age

FOOD ALLERGIES (continued)

appropriate) to establish a prevention plan. Changes to the prevention plan to promote food allergy management should be made with core team participation;

E. Provide training to staff that interact with the student on a regular basis in understanding food allergy, recognizing symptoms, emergency intervention, and working with other school staff to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives;

F. Review and/or practice the Food Allergy Action Plans before an allergic reaction occurs to assure the efficiency/effectiveness of the plans;

G. Coordinate with the school nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a physician's standing order for epinephrine. Students should be allowed to carry their own epinephrine, if age appropriate after approval from the student's physician/clinic, parent and school nurse, and allowed by state or local regulations;

H. Designate school personnel who are properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications;

I. Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location;

J. Review policies/prevention plan with the core team members, parents/guardians, student (age appropriate), and physician after a reaction has occurred;

K. Work with the district transportation administrator to assure that school bus driver training includes symptom awareness and what to do if a reaction occurs;

L. Recommend that all buses have communication devices in case of an emergency;

M. Enforce a "no eating" policy on school buses with exceptions made only to accommodate special needs under federal or similar laws, or school district policy. Discuss appropriate management of food allergy with family;

N. Discuss field trips with the family of the food-allergic child to decide appropriate strategies for managing the food allergy;

O. Follow federal/state/district laws and regulations regarding sharing medical information about the student;

P. Take threats or harassment against an allergic child seriously.

Student's Responsibility

A. Should not trade food with others;

B. Should not eat anything with unknown ingredients or known to contain any allergen;

C. Should be proactive in the care and management of their food allergies and reactions based on their developmental level;

D. Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic;

FOOD ALLERGIES (continued)

NJSBA Review/Update: January 2012
Adopted: August 21, 2014

Key Words

Allergy, Allergies, Food Allergy, Allergic Reaction, Anaphylaxis

Possible Cross References:

*3516	Safety
*3542	Food service
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*5125	Pupil records
*5141	Student health
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.4	Child abuse and neglect
*5141.21	Administering medication
*5142	Pupil safety
*5200	Nonpublic school students
*6142.4	Physical education and health

*Indicates policy is included in the Critical Policy Reference Manual.

ADMINISTERING MEDICATION

The Woodbridge Township Board of Education shall not be responsible for the diagnosis and treatment of student illness. The administration of medication to a student during school hours will be permitted only when failure to take such medicine would jeopardize the health of the student, or the student would not be able to attend school if the medicine were not made available to him/her during school hours.

For purposes of this policy, "medication" shall include all medicines prescribed by a physician for the particular student, or medications prescribed by the district physician on standing orders. Medications shall include emergency medication in the event of bee stings, medication for asthma, diabetes, adrenal insufficiency or other medical diagnosis requiring medication during the school day, opiod antidote, and all non-prescription "over the counter" medication, including medicated cough drops. (see policy 5141 Health).

Before any medication may be administered to or by any student either by the school nurse or designated school staff or by the student themselves during school hours, the board shall require the written request of the parent/guardian which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician which shall include:

A. The purpose of the medication;

B. The dosage;

C. The time at which or the special circumstances under which medication shall be administered;

D. The length of time for which medication is prescribed;

E. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The district medical inspector shall develop procedures for the administration of medication which provide that:

A. All medications, whether prescribed or "over the counter", shall be administered by the medical inspector, school nurse or substitute school nurse, the parent/guardian or the student himself/herself where the parent/guardian so permits and with the school nurse present;

B. Medications shall be securely stored and kept in the original labeled container;

C. The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;

D. All medications shall be brought to school by the parent/guardian or adult student and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier;

E. A student may self-administer medication without supervision of the school nurse for asthma or other life-threatening illnesses**,** a life-threatening allergic reaction or adrenal insufficiency, provided that the applicable requirements of this policy for such self-administration, as described below, are met. "Life-threatening illness" has been defined as an illness or condition that requires an immediate response to

ADMINISTERING MEDICATION (continued)

specific symptoms or sequelae that if left untreated may lead to potential loss of life such as, but not limited to, the use of an inhaler to treat an asthma attack or the use of an adrenalin injection to treat a potential anaphylactic reaction.

Nebulizers

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse or at a similar accessible location. The superintendent shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse or his/her designee(s). Regulations shall be in accord with New Jersey statute and administrative code and shall include, but not be limited to the following:

A. Requirement that each school nurse shall be authorized to administer asthma medication through use of a nebulizer;

B. Requirement that each school nurse receive training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards;

C. Requirement that each student authorized to use asthma medication or a nebulizer have an asthma treatment plan prepared by the student's physician that identifies, at a minimum, asthma triggers and an individualized health care plan for meeting the medical needs of the student while attending school or a school-sponsored event.

Student Self-Administration of Medication

The board shall permit self-administration of medication for asthma, diabetes or other potentially life-threatening illnesses, a life-threatening allergic reaction or adrenal insufficiency by students who have the capability for self-administration of medication, both on school premises during regular school hours and off-site or after regular school hours when a student is participating in field trips or extracurricular activities. Parents/guardians of the student must meet the following conditions:

A. Provide the board with written authorization for the student's self-administration of medication;

B. Provide written certification from the student's physician that the student has asthma**,** diabetes, another potentially life-threatening illness**,** is subject to a life-threatening allergic reaction, or has adrenal insufficiency and is capable of and has been instructed in the proper method of self-administration of medication; and

C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

A student who is permitted to self-administer medication shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, or prescribed medication for adrenal insufficiency at all times, provided that the student does not endanger himself or other persons through misuse.

The board shall:

A. Inform the student and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above;

B. Inform parents/guardians in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student, and

C. Maintain the right to revoke a student's permission to self-medicate if he/she has failed to comply with all conditions of this policy and/or has violated in any way the tenets of the agreement to self-medicate. The superintendent shall confer with the school physician and school nurse prior to recommending termination of a student's permission to self-medicate and shall also consult with the student, the student's parents/guardians and the student's physician.

Upon written request of the parent or guardian and as provided in the individualized health care plan, the student shall be allowed to attend to the management and care of his/her diabetes in the classroom or on school grounds, if evaluated and determined to be capable of doing so consistent with the plan, and N.J.S.A. 18A:40-12.15 and board policy 5141 Health for specific rules regarding diabetes management.

Emergency Administration of Epinephrine

The board shall permit the school nurse or medical inspector to administer epinephrine via epi-pen or other pre-filled auto-injector mechanism in emergency situations. In their absence, a designee or designees who are employees of the board may do so.

The designees must be properly trained by the school nurse in the administration of the epi-pen or other pre-filled auto-injector mechanism using the standardized training protocol designated by the State Department of Education. Each designee shall receive individual training for each student for whom he/she is designated.

The board shall inform the student's parents/guardians in writing that if the specified procedures are followed, the district, its employees and agents shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Parents/guardians shall provide the board with the following:

A. Written orders from the physician that the student requires the administration of epinephrine for anaphylaxis and does not have the capability for self-administration of the medication;

B. Written permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism by the school nurse and designee(s); and

C. A signed statement acknowledging their understanding that if the specified procedures are followed, the district shall have no liability as a result of any injury arising from the administration of the epi-pen or other pre-filled auto-injector mechanism by the school nurse or designee(s) to the student and that the district, its employees, and agents shall be indemnified and held harmless against any claims arising out of the administration of the epi-pen or other pre-filled auto-injector mechanism to the student.

Permission for the administration of epinephrine via epi-pen or other pre-filled auto-injector mechanism shall be granted annually and must be renewed each school year upon the fulfillment of the above requirements.

Placement and Availability of Epinephrine, and Transportation to Hospital Emergency Room

Pursuant to N.J.S.A. 18A:40-12.6, school policy requires:

A. The placement of a student’s prescribed epinephrine in a secure but unlocked location easily accessible by the school nurse and designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored 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;

B. The school nurse or designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and

ADMINISTERING MEDICATION (continued)

C. 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.

Emergency Administration of Epinephrine for First Time Allergic Reactions at School

The school nurse or trained designee shall be permitted to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis. This includes students whose parents/guardians have not submitted prior written permission or obtained prescribed medication as indicated in the rules above. Epinephrine may be administer to any student without a known history of anaphylaxis when the nurse or trained designee in good faith believes that the student is having an anaphylactic reaction

The district shall maintain a supply of epinephrine auto-injectors that is prescribed under a standing protocol from a licensed physician or an advanced practice nurse in a secure but unlocked and easily accessible location. The supply of epinephrine auto-injectors shall be accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

Liability for the Emergency Administration of Epinephrine

No school employee, including a school nurse, or any other officer or agent of a board, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine shall be held liable for any good faith act or omission consistent with the provisions of law for the administration of epinephrine (N.J.S.A. 18A:40-12.5 et seq.). No action shall be taken before the New Jersey State Board of Nursing against a school nurse for any such action taken by a person designated in good faith by the school nurse to administer epinephrine according to law (N.J.S.A. 18A:40-12.6). Good faith shall not include willful misconduct, gross negligence or recklessness.

Emergency Administration of Hydrocortisone Sodium Succinate for Adrenal Insufficiency

In the event of an emergency, hydrocortisone sodium succinate shall be administered through an appropriate delivery device and equipment to a student for adrenal insufficiency provided that:

A. The parents/guardians of the student provide to the board written authorization for the administration of hydrocortisone sodium succinate;

B. The parents/guardians of the student provide to the board written orders from the physician or advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;

C. The board informs the parents/guardians of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate; and

D. The parents/guardians sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate.

The permission is effective for the school year for which it is granted and is renewed for each subsequent school year.

Placement and Availability of Hydrocortisone Sodium Succinate, and Transportation to Hospital

The school nurse shall oversee the following school policy requirements for compliance with law (N.J.S.A. 18A:40-12.3):

A. The placement of a student's prescribed hydrocortisone sodium succinate in a secure but unlocked

ADMINISTERING MEDICATION (continued)

location easily accessible by the school nurse and designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the parent/guardian, shall also be available at the school if needed;

B. The school nurse or designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and

C. The transportation of the student to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.

Nothing in this policy shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated when the student is authorized to self-administer hydrocortisone sodium succinate.

Designee Training to Administer Hydrocortisone Sodium Succinate

The school nurse shall have the primary responsibility for the emergency administration of hydrocortisone sodium succinate. The school nurse shall designate, in consultation with the board, additional employees or volunteers to administer hydrocortisone sodium succinate to a student for adrenal insufficiency when the nurse is not physically present at the scene. The school nurse shall recruit and train, in consultation with the board of education, volunteer designees who are determined acceptable candidates by the school nurse within each school building, as deemed necessary by the nursing service plan.

The school nurse shall determine that:

A. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the Department of Education in consultation with the Department of Health;

B. The parents/guardians of the student consent in writing to the administration of hydrocortisone sodium succinate by the designees (in addition to the school nurse); and

C. The parents/guardians of the student have received a written statement that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student, and that the parents/guardians have signed a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration of medication by the student.

The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the above-listed requirements in this section.

Emergency Administration of Opioid Antidote

"Opioid antidote" means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. Opioid antidote includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.

"Opioid overdose" means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would

ADMINISTERING MEDICATION (continued)

reasonably believe to require medical assistance.

The school physician shall include an opioid antidote in the prescribed standing order for the schools of the district that include any of the grades nine through twelve. The chief school administrator, in consultation with the building principal of any school other than those including grades nine through twelve, shall determine whether the school physician shall include an opioid antidote in the prescribed standing order for such schools and shall report that determination to the board. The opioid antidote may be administered to any student, school personnel or other person reasonably believed to be experiencing an opioid overdose. The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building. The chief school administrator, in consultation with each building principal regardless of grade, shall determine whether to make opioid antidotes accessible during school-sponsored functions that take place off school grounds and shall report each school's determination to the board**.**

The opioid antidote shall be stored in a secure but unlocked and easily accessible location, and according to the manufacturer's directions regarding the heat and cold sensitivity of the medication. To the extent that is safe and practical, the opioid antidote shall be stored at a reasonable proximity of an automated external defibrillator (AED). The school nurse shall be responsible for monitoring the on-site inventory of the opioid antidote, arranging for the replacement of the opioid antidote supply and ensuring the appropriate and safe disposal of administered and expired opioid antidote applicators.

Any student suspected of being under the influence of drugs or alcohol including students suspected of an opioid overdose shall be subject to board policy 5131.6 Drugs, Alcohol, Steroids and Tobacco and applicable law (including but not limited to N.J.A.C. 6A:16-3) regarding prevention, identification, examination, treatment, intervention and referral for substance abuse.

The school nurse shall be primarily responsible for the assessment of any student suspected of being under the influence of drugs or alcohol including**,** but not limited to, any student suspected of an opioid or other drug overdose. The board shall designate additional district employees ("designated employees") who volunteer to administer an opioid antidote in the event a person experiences an opioid overdose when the nurse is not physically present at the scene. Such designated employees shall receive training in administration of the opioid antidote in accordance with applicable law. The school nurse or designated employee who believes in good faith that a person is experiencing an opioid overdose may administer the opioid antidote.

The school nurse or his or her designee or a designated employee shall immediately call 911 upon suspecting an overdose, and notify the parents/guardians as soon as practicable. The school nurse or designee and any designated employee responding to a suspected overdose shall notify the building principal of any suspected overdose and all actions taken including the administration of an opioid antidote and the notification of emergency medical services.

If the school nurse or a designated employee are not immediately available and a district employee observes a person overdosing, the employee may contact emergency services. The employee who has contacted emergency services regarding a person suspected to have overdosed shall notify the building principal of any suspected overdose and all actions taken including the administration of opioid antidote and the notification of emergency medical services.

An overdose victim shall be transported by emergency services personnel to the nearest hospital emergency room. The principal shall designate a member of the school staff to accompany the student to the hospital. The principal shall notify the chief school administrator whenever an opioid antidote is administered.

The school nurse shall document the incident including but not limited to:

A. Date, time and location of the incident;

B. Names of any staff members or students reporting the incident;

ADMINISTERING MEDICATION (continued)

C. A description of the incident;

D. Description of the evaluation conducted;

E. The administration of opioid antidote including the form and dosage;

F. All actions taken, including, when 911 was called, when emergency services arrived, staff assigned to accompany the student.

The documentation shall be in the same manner as the documentation of administration of other medications under a non-patient specific order.

A school may enter into a shared services agreement for the provision of opioid antidotes pursuant to applicable law if the arrangement will result in cost savings.

Training

The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote. As described above, the board shall designate additional employees ("designated employees) to administer the opioid antidote who shall be authorized to administer the antidote only after receiving training in accordance with applicable law The school nurse shall not be solely responsible to train designated employees.

Parent Notification

Written notification of the board opioid overdose policy shall be distributed annually to parent's/guardian's and adult students. The notification shall inform parents/guardians and adult students that the board authorizes the certified school nurse or other appropriately licensed school health professionals, as well as designated employees, to administer an opioid antidote to any student, school personnel, or other person reasonably believed to be experiencing an opioid overdose**.**

The school nurse, in consultation with the chief school administrator, shall be responsible for the development and regular review of policies and procedures regarding the administration of opioid antidote**s**. The policies and procedures for the use of opioid antidote shall be included in district emergency response procedures.

Liability for the Administration of Opioid Antidote

No school employee, including a school nurse, or any other officer or agent of a board of education, charter school, or nonpublic school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of applicable law. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Glucagon Emergency Kits

Students with diabetes should have a Glucagon Emergency Kit available at all times. Unlike self-injecting epinephrine (Epi-Pen), Glucagon must be prepared immediately before administration by injecting liquid into a vial, mixing the solution, and then withdrawing the solution back into the syringe. The dose of Glucagon is based on the body weight of the child and will be prescribed in the student's individualized emergency healthcare plan. The law states that the school nurse shall designate, in consultation with the board of education, additional employees of the school district who volunteer to administer Glucagon when the school nurse is not physically present at the scene. These volunteer designees must be trained by the school nurse or other qualified health care professional to administer Glucagon and to follow the protocols established in the student's individualized emergency healthcare plan. The law states that no school employee shall be held liable for any good faith act or omission consistent with the provisions of the law. It also states that licensed

ADMINISTERING MEDICATION (continued)

athletic trainers who volunteer to administer Glucagon will not be held in violation of the Athletic Training Licensure Act (P.L. 1984, c.203).

The law further stipulates that students with diabetes are permitted to possess and use syringes for the purposes of insulin or Glucagon administration. As described in the student's individualized healthcare plan, the student may perform blood glucose checks, administer insulin, or treat hypoglycemia or hyperglycemia in classrooms or in any area of the school or school grounds or at any school-related activity providing that the student has been evaluated and determined to be capable of doing so.

Implementation

The board may adopt additional regulations on all aspects of the administration of medication. When implementing school policy and N.J.S.A. 18A:40-12.6, staff will consult these NJ Department of Education guidance documents:

A. Training Protocols for the Emergency Administration of Epinephrine (9/08);

B. Guidelines for the Management of Life-Threatening Food Allergies in Schools (9/08).

Any person who acts in good faith in accordance with law and board policy shall be immune from any civil or criminal liability arising from actions performed pursuant to law and this board policy.

Adopted:	April 18, 1973
Revised:	December 21, 1978; December 15, 1994; October 21, 1999; June 27, 2002; December 18, 2008; February 18, 2010, November 20, 2014, December 15, 2016; November 29, 2018; August 15, 2019; May 16, 2024
NJSBA Review/Update:	December 2011; June 26, 2019
Readopted:	August 21, 2014, July 16, 2015, December 15, 2016; November 29, 2018: August 15, 2019; May 16, 2024

Key Words

Administering Medication, Medication in School, Nebulizer, Epinephrine, Anaphylaxis, Asthma

Legal References:

N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
N.J.S.A. 18A:40-3.2 et seq.	Medical and Nursing Personnel
N.J.S.A. 18A:40-4	Examination for physical defects and screening of hearing of students
N.J.S.A. 18A:40-7	Exclusion of students who are ill
N.J.S.A. 18A:40-12.3 through -12.4	Self-administration of medication by student; conditions
N.J.S.A. 18A:40-12.5	Policy for emergency administration of epinephrine to public school students
N.J.S.A. 18A:40-12.6 through 12.6 d	Administration of epinephrine; primary responsibility; parental consent
N.J.S.A. 18A:40-12.7	Nebulizer
N.J.S.A. 18A:40-12.8	Administration of asthma medication by school nurse through nebulizer; training; student asthma treatment plan
N.J.S.A. 18A:40-12.11	Children with diabetes
N.J.S.A. 18A:40-12.12	Definitions

ADMINISTERING MEDICATION (continued)

N.J.S.A. 18A:40-12.13	Health care plans for children with diabetes
N.J.S.A. 18A:40-12.14	Employees authorized to administer glucagon
N.J.S.A. 18A:40-12.15	Management by student permitted
N.J.S.A. 18A:40-12.16	Notice to bus driver
N.J.S.A, 18A;40-12.17	Posting of reference sheet
N.J.S.A. 18A:40-12.18	Medical information release
N.J.S.A. 18A:40-12.19	Immunity
N.J.S.A. 18A:40-12.20	Authorized possession of syringe
N.J.S.A. 18A:40-12.21	School choice not restricted
N.J.S.A' 18A:40-12.22	Administration of medical marijuana
N.J.S.A. 18A:40-12.23	Emergency administration of opioid antidotes through N.J.S.A. 18A:40-12.28
N.J.S.A. 18A:40-21.1	Required Hepatitis B vaccination
N.J.S.A. 18A:40-21.2	Distribution of fact sheet on meningitis
N.J.S.A. 18A:40-23	Findings and Declarations
N.J.A.C. 18A:40-24	Definitions
N.J.A.C. 18A:40-25	Nursing services to students in non-public schools
N.J.S.A. 18A:40-26	Medical services to non-public school students
N.J.S.A. 18A:40-27.1	Nursing services to non-public preschool students
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.S.A. 45:11-23	Definitions
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly:	
N.J.A.C. 6A:16-1.3	Definitions
N.J.A.C. 6A:16-2.1	Health services policy and procedural requirements
N.J.A.C. 6A:16-2.2	Required health services
N.J.A.C. 6A:16-2.3	Health services personnel
N.J.A.C. 6A:16-2.4	Required student health records
N.J.A.C. 6A:16-2.5	School health services to nonpublic schools
N.J.A.C. 6A:16-4.1	Policies and procedures for the prevention of drug and alcohol abuse
N.J.A.C. 6A:23A-5.3(e)	Failure to maximize SEMI Aid
N.J.A.C. 6A:32-6.3	Requirements of physical examinations

P.L. 2018. C.106 (A542, S1830), an act concerning the emergency administration of opioid 1 antidotes in schools, supplementing chapter 40 of Title 18A of the New Jersey Statutes, and amending P.L.2013, c.46

P.L. 2019, c. 118, an act concerning the self-administration and emergency administration of hydrocortisone sodium succinate for adrenal insufficiency

Overdose Prevention Act, P.L. 2013, *c*. 46

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83)

Communications Workers of America, Local 1033, On behalf of Karen Norton, Barbara Woolston, Mary Ellen Schoen et al. v. New Jersey State Department of Education, Marie H. Katzenbach School for the Deaf, State Board Docket #52-91

Protocol and Implementation Plan for the Emergency Administration of Epinephrine by a Delegate Trained by the School Nurse, New Jersey State Department of Education, October, 1998

ADMINISTERING MEDICATION (continued)

For training for the administration of naloxone see:
http://www.state.nj.us/humanservices/dmhas/initiatives/naloxone.html

Possible Cross References:

*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

MEDICAL MARIJUANA

The board of education recognizes that physical discomfort associated with certain debilitating medical conditions can negatively impact a student's ability to benefit from educational services provided by the school district. The board of education also recognizes that a student diagnosed with a debilitating medical condition may, through the legally prescribed use of medical marijuana, alleviate physical symptoms associated with the debilitating condition that occur during school hours, potentially increasing the student's availability to receive instruction. Therefore in accordance with law (P.L. 2015, c.158), a student who is legally prescribed medical marijuana and who possesses a current registry identification card from the New Jersey Department of Health (NJDOH), may be administered prescribed marijuana by a NJDOH registered primary caregiver.

The New Jersey Compassionate Use Medical Marijuana Act (N.J.S.A. 24:6I-3) provides that medical marijuana may be prescribed for the following debilitating medical conditions:

A. Seizure disorder, including epilepsy; intractable skeletal muscular spasticity; or glaucoma if any of these conditions are resistant to conventional medical therapy;

B. Positive status for human immunodeficiency virus; acquired immune deficiency syndrome; or cancer; if any treatment of these conditions cause severe or chronic pain, severe nausea or vomiting, cachexia, or wasting syndrome;

C. Amyotrophic lateral sclerosis, multiple sclerosis, terminal cancer, muscular dystrophy, or inflammatory bowel disease, including Crohn's disease;

D. Terminal illness, if the student's physician has determined a prognosis of less than 12 months of life; or

E. Any other medical condition or its treatment that is approved by the NJDOH by regulation.

New Jersey Department of Health Medical Marijuana Program Authorization

Students authorized to use medical marijuana, including adult students, are not authorized by law to self-administer the medication on school grounds, on the school bus or at school sponsored activities. In all cases, a primary caregiver shall be required to assist with the administration of the prescribed medical marijuana on school grounds, on the school bus, or at school sponsored activities subject to law and this board policy.

In order for the prescribed medical marijuana to be legally administered, the student and primary caregiver shall possess a current registry identification card. The NJDOH shall issue a registry identification card only upon certification from a licensed physician in the State with whom a qualifying patient has a bona fide physician-patient relationship. The physician must be registered with the New Jersey Medical Marijuana Program to legally prescribe medical marijuana.

According to the Medical Marijuana Program the primary caregiver:

A. Shall be a resident of New Jersey who is at least 18 years old;

B. Has agreed to assist with a registered qualifying patient's medical use of marijuana, is not currently serving as primary caregiver for another qualifying patient, and is not the qualifying patient's physician;

C. Has never been convicted of possession or sale of a controlled dangerous substance, unless such conviction occurred after July 19, 2010 and was for a violation of federal law related to possession or sale of marijuana that is authorized under the Compassionate Use Medical Marijuana Act;

D. Has registered with the NJDOH, and has satisfied the criminal history record background check requirement; and

E. Has been designated as primary caregiver on the qualifying patient's application or renewal for a registry identification card or in other written notification to the NJDOH.

Verification of Registration Status

The chief school administrator shall submit a written request to the NJDOH Medical Marijuana Program seeking verification of the registration status of the student and the caregiver.

Verification of the registration status of the student and the caregiver shall be requested not less than annually. Documentation of the request made to the NJDOH and any response the district receives from the NJDOH shall be kept in the student's confidential medical records and maintained in the office of the school nurse.

Administration of the Prescribed Medical Marijuana

While on school grounds, the primary caregiver shall be permitted to administer the prescribed medical marijuana in the office of the school nurse. The school nurse may designate other locations on school grounds. When an alternate location on school grounds other than the nurse's office is requested or required for the administration of the prescribed medical marijuana, the school nurse shall document the designated location in the appropriate student record (i.e. confidential medical record, individualized health care plan).

No student shall be permitted to carry the prescribed marijuana medication on school grounds, on school buses or at school sponsored activities. The prescribed medical marijuana shall not be stored on school grounds. It shall be the sole responsibility of the primary caregiver to maintain and administer the medication.

A primary caregiver shall bring the medication to school to administer the medication in the school nurse's office and shall leave school grounds with any remaining medication. Any packaging, containers or other materials associated with the caregiver's administration of the prescribed medical marijuana to the student shall be disposed of in the appropriate receptacle for hazardous materials in the nurse's office and at no other location on school property.

Any form of medical marijuana that is smoked is prohibited on school grounds, on school buses or at school sponsored events.

Liability

Any person in possession of prescribed medical marijuana or using prescribed medical marijuana and acting within the provisions of N.J.S.A. 2C:35-18 Exemption, Burden of Proof and in accordance with the Compassionate Use of Medical Marijuana Act (N.J.S.A. 24:6I-1) shall be immune from criminal liability and professional disciplinary action.

Possession of, or application for, a registry identification card shall not alone constitute probable cause to search the person or property of the person possessing or applying for the registry identification card, or otherwise subject the person or his/her property to inspection.

ADOPTED: March 17, 2016

Key Words

Marijuana, Medical Marijuana, Primary Caregiver

Legal References: N.J.S.A. 2C:35-18 Exemption, burden of proof

N.J.S.A. 24:6I-1 et seq.	New Jersey Compassionate Use of Medical Marijuana Act
See particularly N.J.S.A. 24:6I-4, -5	
N.J.S.A. 26:3D-55 et seq.	New Jersey Smoke-Free Air Act
N.J.A.C. 8:64-1.1 et seq.	Medical Marijuana Program rules
See particularly N.J.S.A. 8:64-1.1	Confidentiality

P.L. 2015, c.158 concerning medical marijuana

Possible Cross References:

*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.21	Administration of medication
*6153	Field trips

*Indicates policy is included in the Critical Policy Reference Manual.

MEDICAL MARIJUANA

CONSENT FOR RELEASE OF MEDICAL INFORMATION

New Jersey Department of Health, Medical Marijuana Program
P. O. Box 360
Trenton, New Jersey 08625-0360

Student Name: _____ Date of Birth _____

Address _____

I understand that as the parent/guardian of the above-named student, I am not obligated to authorize disclosure of any information provided to the New Jersey Department of Health and that refusal to authorize disclosure shall in no way affect my rights or the rights of the above-named student to use medicinal marijuana.

I authorize the New Jersey Department of Health Medicinal Marijuana Program to disclose, to the school district, information verifying the registration and authorization status of the above-named student to use medicinal marijuana for a qualifying medical condition(s) pursuant to the *Compassionate Use Act*, *N.J.S.A.* 24:6I-1 *et al*. I understand that the disclosure may contain confidential health information pertaining to the student's medical diagnosis and treatment.

This consent is granted for the sole purpose of verifying the registration status and ongoing authorization of the student according to *N.J.S.A.*24:6I-1 *et al.* and for no other purpose.

Signature of student's parent/guardian _____

Relationship to Student _____

Date _____

Signature of the school nurse _____

Date _____

MEDICAL MARIJUANA

PRIMARY CAREGIVER CONSENT FOR RELEASE OF INFORMATION

New Jersey Department of Health, Medical Marijuana Program
P. O. Box 360
Trenton, New Jersey 08625-0360

Primary Caregiver Name: _____ Date of Birth _____

Address _____

Student Name: _____ Date of Birth _____

Address _____

I understand that as the primary caregiver of the above-named student, I am not obligated to authorize disclosure of any information provided to the New Jersey Department of Health and that refusal to authorize disclosure shall in no way affect my right to assist the above-named student in the use of medicinal marijuana.

I authorize the New Jersey Department of Health Medicinal Marijuana Program to disclose, to the school district, information verifying my registration and authorization status to assist in the above-named student's use of medicinal marijuana for a qualifying medical condition(s) pursuant to the *Compassionate Use Act*, *N.J.S.A.* 24:6I-1 *et al*.

This consent is granted for the sole purpose of verifying the registration status and ongoing authorization of the primary caregiver to assist in the use of medicinal marijuana according to *N.J.S.A.*24:6I-1 *et al.* and for no other purpose.

Signature of the primary caregiver _____

Relationship to Student _____

Date _____

Signature of the school nurse _____

Date _____

HEALTH EXAMINATIONS AND IMMUNIZATIONS

Students who enter the Woodbridge Township School District for the first time shall have a medical examination conducted at the medical home of the student, and a full report sent to the school. If a student does not have a medical home, the district shall provide this examination at the school physician's office or other appropriately equipped facility. "Medical home" means a health care provider and that provider's practice site chosen by the student's parent/guardian for the provision of health care. As the school physician is also a health care provider, the parent/guardian may request that the school physician provide the medical examination.

A student shall be exempted from mandatory immunization if the parent/guardian objects to immunization in a written statement submitted to the principal, signed by the parent/guardian, explaining how the administration of immunizing agents conflicts with the student's exercise of bona fide religious tenets or practices. General philosophical or moral objection to immunization shall not be sufficient for an exemption on religious grounds.

Every student who enters the district schools for the first time shall present an immunization record as required by law.

In order to protect the health of the children and staff in district schools, all regulations of the state department of education, the state department of health and the local board of health shall be scrupulously observed, particularly those dealing with contagious/infectious diseases or conditions. Students seeking to enter school who have been identified as having a communicable/infectious disease or condition shall not be enrolled unless they qualify under the above agencies' rules pertaining to periods of incubation, communicability, quarantine, and reporting.

The superintendent or his/her designee shall formulate regulations that ensure immunization records are reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through 4.16. The superintendent shall also formulate regulations for this policy and for regular student health examinations at appropriate grade levels; before participation in sports programs; and for tuberculosis, scoliosis, hearing loss, visual acuity and any other physical examinations required by law. Any health defects revealed by any examination given by the school health services must be reported to the parent/guardian. The board shall review the regulations and adopt those required by law.

Pandemic Reopening and Recovery

A. Screening and Personal Protective Equipment (PPE)

1. Adequate amount of personal protective equipment (PPE) shall be available, accessible, and provided for use by staff and students.
2. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
3. Students must wear face coverings, unless doing so would inhibit the student's health.
4. Staff and students shall be screened for entry into the school building;
5. The principal or his or her designee shall develop a school entry plan that includes:
   a. Staff assigned to do the screening;
   b. Designated entrances that will be used to admit students;
   c. The assignment of classes and grades to designated entrances and/or designated entrance times;

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

6. Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms;
7. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
8. Results must be documented when signs/symptoms of COVID-19 are observed;
9. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students;

B. Procedures for symptomatic staff and students:

1. The school principal or his or her designee shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. Staff must provide continuous monitoring of symptoms;
4. The current Communicable Disease Service guidance for illness reporting shall be followed;
5. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;

C. Preparations for when someone tests positive for COVID-19:

1. The school principal or his or her designee shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. Readmittance to school shall be consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19;
5. Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;
6. Muscle pain;
7. Headache;
8. Sore throat;
9. New loss of taste or smell;
10. Fatigue;
11. Congestion or runny nose;
12. Nausea or vomiting;
13. Diarrhea

Parent/Guardian Notice

In accordance with federal law, the Protection of Pupil Rights Amendment (PPRA), parents/guardians shall be notified annually of the opportunity for the parent/guardian to opt the student out of any non-emergency, invasive physical examination or screening that is:

A. Required as a condition of attendance;

B. Administered by the school and scheduled by the school in advance; and

C. Not necessary to protect the immediate health and safety of the student, or of other students.

Adopted:	January 20, 1975; August 20, 2020
Revised:	December 21, 1978; March 19, 1987; April 18, 1991; August 21, 2002; September 18, 2008; August 20, 2020
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014, March 16, 2017

Immunizations, Inoculations, Examinations, Student Physical Examinations, Student Physical Examinations, Health

Legal References:

N.J.S.A. 18A:35-4.6 through -4.8	Parents Right to Conscience Act of 1979
N.J.S.A. 18A:40-4	Examination for physical defects and screening of hearing of students; health records
N.J.S.A. 18A:40-4.3	Scoliosis; periodic examination; notice to parents or guardian
N.J.S.A. 18A:40-4.4	Exemption
N.J.S.A. 18A:40-4.5	Immunity from action of any kind due to provisions of act
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-11	Exclusion of students having communicable tuberculosis
N.J.S.A. 18A:40-16 through -19	Tuberculosis infection; determination of presence ...
N.J.S.A. 18A:40-20	Immunization at public expense
N.J.S.A. 18A:61D-8 through -10	Findings, declarations relative to Hepatitis B vaccinations….
N.J.S.A. 26:1A-9.1	Exemption of students from mandatory immunizations
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or students
N.J.S.A. 26:2T-5 through -9	Findings, declarations relative to Hepatitis C
N.J.A.C. 6A:14-3.4	Evaluation
N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.3, -1.4, -2.1, -2.2, -2.3, -2.4, -4.1, -4.3	Programs to Support Student Development
N.J.A.C. 6A:32-9.1	Athletics Procedures
N.J.A.C. 8:57-2	Reporting of acquired immunodeficiency syndrome and infection with Human Immunodeficiency Virus

HEALTH EXAMINATIONS AND IMMUNIZATIONS (continued)

N.J.A.C. 8:57-4.1	Applicability
N.J.A.C. 8:57-4.2	Proof of immunization
N.J.A.C. 8:57-4.3	Medical exemptions
N.J.A.C. 8:57-4.4	Religious exemptions
N.J.A.C. 8:57-4.5	Provisional admission
N.J.A.C. 8:57-4.6	Documents accepted as evidence of immunization
N.J.A.C. 8:57-4.7	Records required
N.J.A.C. 8:57-4.8	Reports to be sent to the State Department of Health
N.J.A.C. 8:57-4.9	Records available for inspection
N.J.A.C. 8:57-4.10	Diphtheria and tetanus toxoids and pertussis vaccine
N.J.A.C. 8:57-4.11	Poliovirus vaccine
N.J.A.C. 8:57-4.12	Measles virus vaccine
N.J.A.C. 8:57-4.13	Rubella vaccine
N.J.A.C. 8:57-4.14	Mumps vaccine
N.J.A.C. 8:57-4.15	Haemophilus influenza type b (Hib) conjugate vaccine
N.J.A.C. 8:57-4.16	Hepatitis B virus vaccine
N.J.A.C. 8:57-4.17	Varicella virus vaccine
N.J.A.C. 8:57-4.18	Pneumococcal conjugate vaccine
N.J.A.C. 8:57-4.19	Influenza vaccine
N.J.A.C. 8:57-4.20	Meningococcal vaccine
N.J.A.C. 8:57-4.21	Providing immunization
N.J.A.C. 8:57-4.22	Emergency power of the Commissioner, Department of Health and Senior
N.J.A.C. 8:61-2.1	Attendance at school by students or adults infected by Human Immuno-deficiency Virus (HIV)
20 U.S.C.A. 1232h	Protection of Pupil Rights Amendment

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

Every Student Succeeds Act of 2015 , Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

Possible Cross References:

*1410	Local units
*4123	Classroom aides
*5111	Admission
*5113	Absences and excuses
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.21	Administering medication
*5200	Nonpublic school students
*6142.4	Physical education and health
*6145.1/6145.2	Intramural competition; interscholastic competition
*6162.5	Research
*6164.4	Child study team
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

MISSING, ABUSED AND NEGLECTED CHILDREN

The Woodbridge Board of Education believes that a child's physical and mental well-being must be maintained as a prerequisite to the achievement of the New Jersey Learning Standards. The board therefore believes that it is important to identify and investigate suspected incidents involving missing, abused and neglected children immediately. The school will cooperate with the New Jersey Division of Child Protection and Permanency (DCP&P) and law enforcement authorities in identifying and reporting all such cases, whether institutional or non-institutional.

In order to increase awareness of the symptoms of missing, abused and neglected children and cause them to be better informed on all aspects of abuse and neglect, the board directs the lead person to provide information and inservice training on these subjects to all school employees. Specifically this training shall include information on the district's policies and procedures for reporting allegations of missing, abused, or neglected child situations. All new employees, volunteers and interns shall receive the required information and training as part of their orientation.

Liaisons to DCP&P and Law Enforcement Authorities

The superintendent shall designate a staff member or staff members who shall act as liaison between DCP&P and the district. The liaison shall facilitate communication and cooperation between the district and/or the school and DCP&P and act as primary contact between the schools and DCP&P.

The superintendent shall also designate a staff member or staff members who shall act as liaison between law enforcement authorities and the district. The liaison shall facilitate communication and cooperation between the district and law enforcement authorities and act as primary contact between the school and law enforcement.

Reporting Procedures

In accordance with law (N.J.S.A. 9:6-8.10; P.L. 2019, c. 40), any person having reasonable cause to believe that a child has been subjected to child abuse, including sexual abuse, or acts of child abuse shall report the same immediately to the Division of Child Protection and Permanency by telephone or otherwise. Such reports, where possible, shall contain the names and addresses of the child and his/her parent, guardian, or other person having custody and control of the child and, if known, the child's age, the nature and possible extent of the child's injuries, abuse or maltreatment, including any evidence of previous injuries, abuse or maltreatment, and any other information that the person believes may be helpful with respect to the child abuse and the identity of the perpetrator.

The Coordinator of Security is therefore directed to develop procedures for compliance with statutory requirements that child abuse and neglect be reported. All procedures as well as this policy shall be reviewed by the Executive County Superintendent. Procedures shall have:

A. All staff members, volunteers and interns having contact with pupils are required to report directly and immediately to DCP&P all incidents of alleged missing, abused and neglected children. The person having reason to believe that a child may be missing or may have been abused or neglected may inform the principal or other designated school officials prior to notifying DCP&P if the action will not delay immediate notification. Employees, volunteers and interns shall not be required to obtain confirmation by another person to report a suspected missing, abused or neglected child situation;

B. The person notifying DCP&P shall inform the principal or other designated school officials of the notification, if this was not done prior to notifying DCP&P. The principal or other school designated school officials should not be given this notification if the person making the notification believes that it would likely endanger the reporter or student involved or result in retaliation against the student or in discrimination against the reporter with respect to his or her employment;

C. The principal shall notify the law enforcement authorities of incidents of potentially missing, abused, or neglected child situations. Law enforcement authorities shall be notified about all reports by employees, volunteers, or interns working in the school district. Procedures for the notification of the law enforcement authority shall consistent with the district Memorandum of Agreement (see board policy 1410 Local Units);

D. The principal shall ensure that all involved staff cooperate with DCP&P and law enforcement authorities in all investigations of potential missing, abused, or neglected children including facilitating:

1. Accommodations permitting investigators to interview the student in the presence of the school principal or other designated school official. If the student is intimidated by the presence of the school representative, the student shall be requested to name an employee, volunteer, or intern he or she feels will be supportive to be present during the interview;
2. Interviews by scheduling time with any employee, volunteer, or intern who may have information relevant to the investigation;
3. The release of all records of the student who is the subject of the investigation that are deemed relevant to the assessment or treatment of a potentially missing, abused, or neglected child;
4. The maintenance, security, and release of all confidential information about potential missing, abused, or neglected child situations;
5. The release of the student to child welfare authorities while school is in session when it is necessary to protect the student or take the student to a service provider. This removal shall take place only after the principal or his or her designee has been provided, either in advance or at the time removal is sought, with appropriate documentation that DCP&P has already removed, or has appropriate authority to remove, the student from his or her home;
6. The transfer to another school of a student who has been removed from his or her home by DCP&P for proper care and protection (see board policy 5118.2 Foster Care and Educational Stability).

Any person who knowingly violates the reporting requirements and fails to report an act of child abuse having reasonable cause to believe that an act of child abuse has been committed, is a disorderly person.

Any person who knowingly fails to report an act of sexual abuse against a child and who has reasonable cause to believe that an act of sexual abuse has been committed is guilty of a crime of the fourth degree which carries a term of imprisonment for up to 6 months, a fine of up to $1,000, or both (N.J.S.A. 9:6-8.14; P.L. 2019, c. 40).

Due Process

Due process rights will be provided to school personnel or volunteers who have been reassigned or suspended as a result of an accusation of child abuse or neglect. Temporary reassignment or suspension of school personnel, with pay, or volunteers alleged to have committed an act of child abuse or neglect shall occur if there is reasonable cause to believe that the life or health of the alleged victim or other children is in imminent danger due to continued contact between the school personnel and a child. Due process rights shall include notice of the proposed suspension and pre-suspension opportunity to respond.

If abuse is found, resulting from a single incident occurring in the school district, the chief school administrator shall be available to meet with the Department of Children and Families, which may request that the chief school administrator create a corrective action plan. The plan may include, but shall not be limited to, action to

CHILD ABUSE AND NEGLECT (continued)

be taken with respect to a teacher, intern, employee, volunteer or other staff member to assure the health and safety of the alleged victim and other children and to prevent future acts of abuse or neglect. Within 30 days of the date the Department requested the remedial plan, the chief school administrator shall notify the Department in writing of the progress in preparing the plan. The chief school administrator shall complete the plan within 90 days of the date the Department requested the plan.

If the child abuse or neglect is the result of several incidents occurring in the school district, within 30 days of receipt of the report of child abuse or neglect, the Department of Children and Families may request that the chief school administrator make administrative, personnel or structural changes within the district.

Records

All information regarding allegations of potentially missing, abused, or neglected children reported to authorities about an employee, volunteer, or intern working in the school district shall be considered confidential and may be disclosed only as required to cooperate in investigations. Records pertaining to such information shall be maintained in a secure location separate from other employee personnel records and accessible only to the school district chief school administrator or his or her designee

All references to a notification to the designated DCP&P of a potential missing, abused, or neglected child situation involving a school district employee shall be removed from employee personnel records immediately following the receipt of an official notice from DCP&P that such allegations were unfounded.

Suicide Reporting

The board is committed to supporting State efforts to improve the information available to both professionals, who are in contact with youth at risk of suicide, and families at risk; identify and provide suitable intervention services to reduce the incidence of suicide; and educate youths and families at risk about the resources available for suicide prevention and intervention about youths who attempt suicide.
Therefore, in compliance with law (N.J.S.A. 30-9A-24 and N.J.A.C. 6A:11-1) school district employees, volunteers, or interns with reasonable cause to suspect or believe that a student has attempted or considered suicide, shall report the information to the Department of Children and Families. The information shall be reported in the form and manner prescribed by the Department Children and Families.

The information contained in the report to Department Children and Families shall not be considered a public record, but the division may aggregate the data for the purpose of preparing an annual report. The reporter shall not be require to identify the student or youth by name or other unique identifier, but may be required to supply non-identifying demographic information about the student or youth, other attempts made by the student or youth and the response or referral made to deal with the incident.

Any person who reports an attempted or considered suicide shall have immunity from any civil or criminal liability on account of that report, unless the person has acted in bad faith or with malicious purpose.

Protection from Reprisal or Retaliation

The board assures all school personnel and volunteers that no one will be discharged from employment or discriminated against in any way as a result of making in good faith any reports of child abuse and neglect.
Reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potential missing, abused or neglected child situation is prohibited.

Staff members, volunteers or interns shall not be required to disclose, or be penalized for the failure to disclose, any information which would be privileged according to law (N.J.S.A. 2A:84A-18 through -23.

Adopted: August 21, 2014; May 16, 2019

CHILD ABUSE AND NEGLECT (continued)

Revised: February 16, 2017; June 29, 2017, May 16, 2019

Key Words

Student Safety, Child Abuse, Child Neglect

Legal References:

N.J.S.A. 2A:4A-60.2	Disclosure, use of juvenile's statement made in course of screening
N.J.S.A. 2A:84A-18 through -23	Self-incrimination
N.J.S.A. 2C:11-6	Aiding Suicide
N.J.S.A. 2C:58-8	Certain wounds and injuries to be reported
N.J.S.A. 9:6-1 et seq. See particularly: N.J.S.A. 9:6-3.1; -8.9 through -8.14; -8.21; -8.27through -8.30; -8.34 through -8.36; -8.40; 8.46; -8.56	Abuse, abandonment, cruelty and neglect of child; what constitutes
N.J.S.A. 9:6-8.10	**Report of child abuse**
N.J.S.A. 9:6-8.14	**Violations including failure to make report**
N.J.S.A. 18A:6-7a, -10, -11, 13, -14, -18.1, -30, -30.1	Removal from personnel files of reference to complaint of child abuse or neglect determined to be unfounded.
N.J.S.A. 18A:6-111	Findings, declarations relative to instruction in suicide prevention in public schools
N.J.S.A. 18A:6-112	Instruction in suicide prevention for public school teaching staff
N.J.S.A. 18A:6-113	Provision for instruction in suicide prevention in school curriculum
N.J.S.A. 30:9A-22	Findings, declarations relative to youth suicide
N.J.S.A. 30:9A-23	Definitions relative to youth suicide
N.J.S.A. 30:9A-24	Report by teacher of attempted, considered suicide by student
N.J.S.A. 18A:36-19	Student records; creation; maintenance and retention, security and access; regulations; nonliability
N.J.S.A. 18A:36-19a	Newly enrolled students; records and identification
N.J.S.A. 18A:36-24 et seq.	Missing children; legislative findings and declarations
N.J.S.A. 52:17B-9.8a et seq.	Marking of missing child's school record
N.J.A.C. 6A:16-5.1	School safety plans
N.J.A.C. 6A:16-11.1 et seq.	Reporting Allegations of Child Abuse and Neglect
N.J.A.C. 6A:32-7.1	Student records

Possible Cross References:

*5113	Absences and excuses
*5125	Student records
*5141.1	Accidents
*5142	Student safety

*Indicates policy is included in the Critical Policy Reference Manual.

MENTAL HEALTH AND WELLBEING

The board of education believes a school climate that is safe and secure and that promotes positive mental health and wellbeing for students and staff supports student achievement. Social and emotional learning (SEL) and character education is a process through which children and adults develop the fundamental skills for life effectiveness. Teaching these skills will enhance the mental health and wellbeing of the students by enabling them to manage their behavior, develop positive relationships, and work effectively and ethically. The board believes that social and emotional learning (SEL) and character education strengthens social competencies that will empower students to connect across race, class, culture, language, gender identity or expression, sexual orientation, learning needs and age.

The board directs the chief school administrator to integrate into all aspects of the educational program, social and emotional learning (SEL) and character education for the purpose of:

A. Promoting positive mental health and wellbeing in all staff and students;

B. Enabling students, staff and the school community to understand, care about and act on core ethical values such as respect, justice, civic virtue and citizenship, and responsibility for self and others;

C. Increasing understanding and awareness of common mental health issues;

D. Alerting staff to early warning signs of poor mental health and wellbeing;

E. Providing support to staff working with young people with mental health and wellbeing issues;

F. Providing support to students suffering with mental health issues including but not limited to anxiety, depression, suicidal ideation, trauma, long-term physical illness, loss and mental illness;

G. Providing support to the peers and parents/guardians of students suffering with mental health issues.

Social and Emotional Competencies

The program shall be aligned with the the national standards from the Collaborative for Academic, Social, and Emotional Learning (CASEL). The Social and Emotional Competencies are as follows:

A. Self-awareness
   1. Recognize one's feelings and thoughts;
   2. Recognize the impact of one's feelings and thoughts on one's own behavior;
   3. Recognize one's personal traits, strengths and limitations;
   4. Recognize the importance of self-confidence in handling daily tasks and challenges;

B. Self Management
   1. Understand and practice strategies for managing one's own emotions, thoughts and behaviors;
   2. Recognize the skills needed to establish and achieve personal and educational goals;
   3. Identify and apply ways to persevere or overcome barriers through alternative methods to achieve one's goals;

C. Social awareness
   1. Recognize and identify the thoughts, feelings and perspectives of others;
   2. Demonstrate an awareness of the differences among individuals, groups and others' cultural backgrounds;
   3. Demonstrate an understanding of the need for mutual respect when viewpoints differ;
   4. Demonstrate an awareness of the expectations for social interactions in a variety of settings;

MENTAL HEALTH AND WELLBEING (continued)

D. Responsible decision-making
   1. Develop, implement and model effective problem solving and critical thinking skills;
   2. Identify the consequences associated with one's actions in order to make constructive choices;
   3. Evaluate personal, ethical, safety and civic impact of decisions;

E. Relationship skills
   1. Establish and maintain healthy relationships;
   2. Utilize positive communication and social skills to interact effectively with others;
   3. Identify ways to resist inappropriate social pressure;
   4. Demonstrate the ability to prevent and resolve interpersonal conflicts in constructive ways;
   5. Identify who, when, where, or how to seek help for oneself or others when needed.

Curriculum

In accordance with law (P.L. 2019, c. 222 and N.J.S.A. 18A:35-4.39), the district health education program for students in grades kindergarten through 12 shall cover the multiple dimensions of health by including mental health and the relation of physical and mental health so as to enhance student understanding, attitudes, and behaviors that promote health, well-being, and human dignity. The instruction in mental health shall be adapted to the age and understanding of the students and shall be incorporated as part of the district's implementation of the New Jersey Student Learning Standards in Comprehensive Health and Physical Education (see: 6142.4 Health and Physical Education). The instruction shall include, as appropriate, information on substance abuse (see: 5131.6 Substance Abuse).

Working with Parents/Guardians

The board recognizes the important role parents/guardians and caregivers have in promoting and supporting the mental health and wellbeing of their children, and in particular supporting children who do have mental health needs. Teaching staff members shall emphasize as part of parent/teacher conferences the importance of positive mental health for learning.

It is critical that parents/guardians and caregivers share information regarding their concerns about their child's mental health with the school so that measures to support their child may be developed and implemented as early as possible. Parents/guardians shall be encouraged to inform staff of any mental health needs their child has and any issues that they think might have an impact on their child's mental health and wellbeing. All information will be treated in confidence.

To support parents/guardians and caregivers:

A. Activities, such as workshops and information sessions, may be offered to inform parents/guardians and caregivers on recognizing and responding to mental health issues, ways to promote positive mental health, social and emotional learning (SEL) and character education, the Social and Emotional Competencies and other related topics;

B. Information shall be available on the school and district websites on mental health issues, community programs on wellbeing, internet resources for information and services;

C. Procedures for reporting issues and the contact information of the staff member that parents/guardians and staff members may talk to if they have concerns about a student shall be posted on the district and school website.

Staff Development and Training

All staff will receive regular training on recognizing and responding to mental health issues as part of the district safety training. School staff shall be alert for warning signs which indicate a student is experiencing mental health or emotional wellbeing issues. These warning signs should always be taken seriously and staff observing any of

MENTAL HEALTH AND WELLBEING (continued)

these warning signs shall communicate their concerns to the school counselor and the school nurse. Possible warning signs that a staff member may notice include but are not limited to:

A. Changes in eating/sleeping habits;

B. A student becoming socially withdrawn;

C. Changes in a student's activity and mood;

D. A student talking or joking about self-harm or suicide;

E. A student expressing feelings of failure, uselessness or loss of hope;

F. A student reporting repeated physical pain or nausea with no evident cause;

G. Falling grades;

H. Substance abuse;

I. Physical signs of harm that are repeated or appear non-accidental;

J. An increase in lateness or absenteeism.

Teaching staff members shall be given opportunities for professional development on how to integrate the Social and Emotional Competencies into their classroom practices. Teaching staff members may view the learning modules, "Social and Emotional Competencies for School, Work, and Life," provided through a collaborative effort by the New Jersey Department of Education, the Mid-Atlantic Comprehensive Center at WestEd, and the Center on Great Teachers and Leaders at the American Institutes for Research.

In addition to the NJDOE SEL Modules for Educators, other learning opportunities may be provided and approved. Professional development opportunities on mental health and wellbeing, social and emotional learning (SEL) and character education, and the Social and Emotional Competencies for School, Work, and Life shall be incorporated into the district and school-level professional development plans (see: 4131/4131.1 Staff Development, Inservice Education).

School Response

A. Parents/guardians, caregivers and staff who observe warning signs or have a concern that the student is having mental health issues shall communicate their concerns to the school counselor and the school nurse;

B. When a concern has been raised, the school counselor will:
   1. Contact parents/guardians and caregivers and meet with them;
   2. Involve parents/guardians and caregivers in their children's interventions (unless doing so would threaten the child's health, wellbeing or safety);
   3. Offer information to take away and places to seek further information;
   4. Be available for follow up calls;
   5. Make a record of the meeting;
   6. With the involvement of parents/guardians and/or caregivers, develop, as deemed necessary and appropriate by the school counselor, a mental health individual care plan that details any support measures that will be implemented;
   7. Discuss how the parents/guardians and caregivers can support their child;
   8. Keep parents/guardians and caregivers up to date and fully informed of decisions about the support and interventions provided;

C. Parents/guardians and caregivers shall be informed by the school counselor if their child is at risk of danger to self or others;

MENTAL HEALTH AND WELLBEING (continued)

D. Parents/guardians and caregivers shall be provided with referrals to access mental health and other services for their child, where appropriate;

E. Parents/guardians and caregivers shall be provided with referrals to access mental health and other services for their own mental health needs, where appropriate.

In the event that the parent/guardian and/or caregiver does not cooperate and refuses to access services for the student, the principal shall notify the Department of Child Protection and Permanency (DCP&P) when the failure to cooperate constitutes child abuse or neglect.

Community Awareness

The chief school administrator his or her designees shall ensure that students, parents/guardians and the community are informed regarding the district's social and emotional learning (SEL) and character education programs and other activities that promote mental health and wellbeing and shall be encouraged to become involved. The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools within district in planning and implementing effective parent, family and community involvement in mental health and wellbeing activities and social and emotional learning (SEL) and character education to improve school climate. In providing coordination, technical assistance, and other support, the chief school administrator or his or her designee may obtain meaningful consultation with mental health professionals, employers, business leaders, and philanthropic organizations, or individuals with expertise in social and emotional learning (SEL) and character education and/or effectively engaging students, parents/guardians and the community in education.

Resources

School-community collaboration is critical in order to provide the full continuum of mental health services. Meeting the full continuum of student needs is also dependent on collaboration between the district schools and community mental health providers. The chief school administrator and/or his or her designee shall seek to develop positive working relationships with community agencies, including but not limited to, police authorities, fire departments, New Jersey Division of Child Protection and Permanency (DCP&P), emergency room and/or squad, other school districts, and all other agencies providing services to district pupils (see board policy 1410 Local Units).

The school-employed mental health professionals (e.g. school counselor, social worker, school nurse) shall develop a list of community providers that offer supplementary or intensive services that go beyond school capacities including but not limited to counseling agencies, mental health facilities, drug and alcohol treatment programs, crisis intervention services and medical services. Services provided in school shall be appropriate to the learning context and services that are provided after school hours shall be appropriately linked to and supported in the school setting. Partnerships shall be coordinated by a school-employed mental health professionals. When possible partnerships shall be defined by a clear memorandum of understanding.

Adopted: April 22, 2021

Key Words

Mental Health, Social and Emotional Learning, SEL, Character Education,

Legal References:	N.J.S.A.	18A:11-1	General mandatory powers and duties
	N.J.S.A.	18A:35-4.39	Health curriculum to include instruction on mental health
	N.J.S.A.	18A:54-20	Powers of board (county vocational schools)
	N.J.A.C.	6A:16-1.1 et seq.	Programs to support student development

Possible Cross References:	*1000/1010	Concepts and roles in community relations; goals and objectives
	1210	Community organizations

MENTAL HEALTH AND WELLBEING (continued)

*1410	Local units
*4131/4131.1	Staff Development, Inservice Education
*5131.1	Harassment, intimidation and bullying
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.4	Missing, abused and neglected children
5141.6	Crisis intervention/suicide
*5145.7	Gender identity and expression
*6142.4	Health and Physical Education
*6162.4	Community resources
*6164.1	Intervention and referral
*6164.2	Guidance Services
*6164.4	Child study team

*Indicates policy is included in the Critical Policy Reference Manual.

Resources:

(New Jersey Department of Education at:
https://www.state.nj.us/education/students/safety/sandp/sel/SELCompetencies.pdf, August 2017)

The Collaborative for Academic, Social, and Emotional Learning (CASEL) at: https://casel.org/sel-framework/

NJDOE SEL Modules for Educators, "Social and Emotional Competencies for School, Work, and Life," at:
https://www.nj.gov/education/students/safety/sandp/sel/

National Association of School Psychologists (NASP) School-Based Mental Health Services: *Improving Student Learning and Well-Being*, at:
https://www.nasponline.org/resources-and-publications/resources-and-podcasts/mental-health/school-psychology-and-mental-health/school-based-mental-health-services

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5141.6**
Woodbridge, New Jersey

Policy

SUICIDE/SUDDEN DEATH

The Woodbridge Township Board of Education believes that the physical and mental well-being of students is a prerequisite to achievement through the formal education process. Recognizing that suicide and sudden death can have a profound impact on the student body and staff of a school, the board wishes to ensure that appropriate awareness and prevention programs are initiated and continued in the school district.

A. The board believes that the entire staff, as well as the students, can contribute toward the prevention of suicide, and that the success of such an effort depends to a large extent upon the understanding and support of the total community. The board of education encourages the direction of persons to programs which the school system believes may help the school staff, parents/guardians, and students to:

   1. Understand the developmental stages of childhood and adolescence and the causes of suicide;
   2. Recognize the early warning signs of suicide;
   3. Learn how to help in a suicidal crisis;
   4. Identify community resources and procedures that can help a suicidal person.

B. The board also acknowledges that the sudden death of a student, staff member, or other significant person may have profound effects on the student body and staff of a school. The board of education encourages the direction of persons to programs which the school system believes may help the school staff, parents/guardians, and students to:

   1. Understand the developmental stages of childhood and adolescence and their reactions to death;
   2. Learn how to help in a sudden death crisis;
   3. Identify community resources and procedures that can help in the aftermath of a sudden death.

Adopted: August 22, 1991; September 20, 2018
NJSBA Review/Update: December 2011
Readopted: August 21, 2014; September 20, 2018

Key Words
Suicide, Suicide Prevention

Possible Cross References:

*4131/4231	Staff development, inservice education, visitations, conferences
*5141.1	Accidents
*5141.2	Illness
*5142	Student safety
*6164.1	Intervention and referral
*6164.4	Child study team

*Indicates policy is included in the Critical Policy Reference Manual.

SPORTS RELATED CONCUSSION AND HEAD INJURY

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body.

Requirements

A. A student who participates in interscholastic athletics, which for the purpose of this policy includes cheerleading and step team student-athlete, and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from the competition or practice. The student athlete may not return to play until they obtain medical clearance in compliance with the district return-to-play policy;

B. All coaches, school nurses, school/team physicians and certified athletic trainers must complete an interscholastic head injury training program such as the National Federation of State High School Associations online "Concussion in Sports" training program or a comparable program that meets mandated criteria;

C. The district shall monitor school district employees in the completion of an Interscholastic Head Injury Training Program;

D. The Interscholastic Head Injury Training Program must include:

1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second impact syndrome; and
2. The Graduated Six-Step Return to Play Progression developed by the Centers for Disease Control and Prevention (CDC), or subsequent changes or updates developed by the CDC.

E. Distribution of New Jersey Department of Education, *Concussion and Head Injury Fact Sheet* to every student-athlete who participates in interscholastic sports. The superintendent shall ensure that a signed acknowledgement of the receipt of the fact sheet is completed annually by the student-athlete's parent/guardian and is kept on file for future reference.

Required Concussion Protocol

A student-athlete who is suspected of sustaining a sports related concussion or other head injury during competition or practice shall be immediately removed from play and may not return to play that day.

A. Possible signs (could be observed by coaches, athletic trainer, school/team physician, school nurse):

1. Appears dazed, stunned, or disoriented;
2. Forgets plays, or demonstrates short term memory difficulty;
3. Exhibits difficulties with balance or coordination;
4. Answers questions slowly or inaccurately;
5. Loses consciousness;

B. Possible symptoms (reported by the student athlete to coaches, athletic trainer, school/team physician, school nurse, parent/guardian):

1. Headache;
2. Nausea/vomiting;
3. Balance problems or dizziness;
4. Double vision or changes in vision;

SPORTS RELATED CONCUSSION AND HEAD INJURY (continued)

5. Sensitivity to light or sound/noise;
6. Feeling sluggish or foggy;
7. Difficulty with concentration and short term memory;
8. Sleep disturbance.

C. If a student-athlete sustains or is suspected of sustaining a concussion while engaged in practice or competition, the student-athlete must be immediately removed from practice or competition. Before returning to competition and practice the student-athlete must follow the protocol:

1. School personnel (athletic trainer, school nurse, coach, etc.) should make contact with the student-athlete's parent/guardian and inform them of the suspected sports related concussion or head injury;
2. School personnel (athletic trainer, school nurse, coach, etc.) shall provide student-athlete with the approved information/medical checklist to provide their parent/guardian and physician or other licensed healthcare professional;
3. Student-athlete must receive written clearance from their physician or licensed healthcare provider trained in the evaluation and management of concussions that student is asymptomatic and may begin the graduated return-to-play protocol below. School personnel (athletic trainer, school nurse, coach, etc.) may consult with school/team physician after written clearance is given from student-athlete's physician or licensed healthcare provider.

Graduated Return to Competition and Practice Protocol

A. After written medical clearance is given stating that the student athlete is eligible to return and asymptomatic, the student-athlete may begin a graduated individualized return-to-play protocol that is in accordance with the Six-Step Return to Play Progression developed by the CDC:

Step 1: Back to regular activities such as school;

Step 2: Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate;

Step 3: Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement;

Step 4: Non-contact training drills (e.g. passing drills). The student-athlete may initiate progressive resistance training;

Step 5: Following medical clearance (consultation between school personnel and students athletes physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by the coaching staff;

Step 6: Return to play involving normal exertion or game activity.

B. Symptom checklists, baseline testing and balance testing may be utilized;

C. If the student-athlete exhibits a re-emergence of any post concussion signs or symptoms once he or she returns-to-play, they will be removed from exertional activities and returned to their school/team physician or primary care physician;

D. If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms.

Temporary Accommodations for Student-Athletes with Sports Related Head Injuries

A. Consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports related concussions and head injuries;

B. Mental exertion increases the symptoms from concussions, and affects recovery;

C. To recover, cognitive rest is just as important as physical rest. Reading, studying, testing, texting – even watching movies if a student is sensitive to light – can slow down a student's recovery.

D. In accordance with the CDC toolkit on managing concussions, the boards of education may look to address the students' cognitive needs in the following ways:

E. Students who return to school after a concussion may need to:

1. Take rest breaks as needed, including physical education;
2. Spend fewer hours at school;
3. Be given more time to take tests or complete assignments;
4. Receive help with schoolwork;
5. Reduce time spent on the computer, reading, and writing;
6. Be granted early dismissal from classes to avoid crowded hallways.

Annual Review

The policy shall be reviewed annually, and updated as necessary to ensure that it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries.

NJSBA Review/Update:	December 2011, January 2024
Adopted:	August 21, 2014, January 18, 2024
Readopted:	March 19, 2015; January 18, 2024

Key Words

Concussion, Head Injury, Sports, Athletics,

Legal References:

N.J.S.A. 18A:16-6, -6.1	Indemnity of officers and employees against civil actions
N.J.S.A. 18A:35-4.6 et seq.	Parents Right to Conscience Act of 1979
N.J.S.A. 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
N.J.S.A. 18A:40-3	Lectures to teachers
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of students who are ill
N.J.S.A. 18A:40-23 et seq.	Nursing Services for Nonpublic School Students
N.J.S.A. 18a:40-41.3 and 3a	Requirement for written policy
N.J.S.A. 18A:40-41.4	Removal of student athlete from competition, practice; return
N.J.A.C. 6A:16-1.1et seq.	Programs to Support Student Development
See particularly: N.J.A.C. 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	
N.J.A.C. 6A:26-12.1 et seq.	Operation and Maintenance of School
See particularly: N.J.A.C. 6A:26-12.3	Facilities

Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)

SPORTS RELATED CONCUSSION AND HEAD INJURY (continued)

Possible Cross References:

*1410	Local units
1420	County and intermediate units
*3510	Operation and maintenance of plant
*3516	Safety
*4131/4131.1	Staff development; inservice education/visitations/conferences
4151.2/4251.2	Family illness/quarantine
*5125	Student records
*5141	Health
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*5141.21	Administering medication
*5142	Student safety
*5200	Nonpublic school students
*6142.4	Physical education and health

*Indicates policy is included in the Critical Policy Reference Manual.

FACE COVERINGS

Any face covering requirement shall comport with the mandates of any Federal directive, executive order of the Governor, administrative order of the State Director of Emergency Management, or order of a state, county or local health department having jurisdiction over the school district.

The chief school administrator, in consultation with the school nurse and the school medical inspector may at his/her discretion reinstate the face covering requirement and require staff, students and visitors to use face coverings in the indoor portion of the school district premises. Face covering requirements may be reinstated school-wide or in certain classes or school areas where social distancing cannot be implemented. The chief school administrator shall inform the board president prior to reinstating the face covering requirement.

The board prohibits bullying in accordance with law and board policy 5131.1 Harassment, Intimidation and Bullying of students who choose to wear personal protective equipment (PPE), including face coverings. Any student or staff member who is found to have harassed, intimidated or bullied a student for wearing personal protective equipment shall be disciplined in accordance with the code of student conduct and board policy 5131.1 Harassment, Intimidation and Bullying.

The chief school administrator, after consultation with the school nurse and the school medical inspector may at his/her discretion reinstate the face covering requirement and require staff, students and visitors to use face coverings in the indoor portion of the school district premises. Face covering requirements may be reinstated school-wide or in certain classes or school areas where social distancing cannot be implemented. The chief school administrator shall inform the board president prior to reinstating any universal face covering requirement. The chief school administrator may require staff and students to wear face coverings when:

A. Recommended by the Centers for Disease Control and Prevention (CDC) and/or the New Jersey Department of Health (DOH) including the local DOH;

B. Recommended by the New Jersey Department of Education;

C. Local conditions indicate an escalation of infection in the schools or the towns sending students to the district;

D. Social distancing cannot be implemented in a classroom or other school areas, including school assemblies and performances;

E. Exposure to COVID-19 or any variant of the virus would be potentially life-threatening to a student or staff member with an underlying medical condition;

F. Other reasons deemed appropriate by the board in consultation with the chief school administrator and school nurse.

Face Coverings

A. When staff, students, and visitors are required to wear face coverings, unless doing so would inhibit the person's health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities. Exceptions to the requirement:

    1. When doing so would inhibit the individual's health, such as when the individual is exposed to extreme heat indoors;
    2. When the individual has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove a face coverings without assistance;
    3. When a student's documented medical condition or disability, as reflected in an individualized education program (IEP) or Educational Plan pursuant to Section 504 of the Rehabilitation Act of 1973, precludes

FACE COVERINGS (continued)

use of a face covering;

4. When a student's documented medical condition, as reflected in an individualized health care plan (IHP) precludes use of a face covering;
5. When the individual is under two (2) years of age;
6. When the individual is engaged in activity that cannot physically be performed while wearing a mask, such as eating or drinking, or playing a musical instrument that would be obstructed by a face covering;
7. When the individual is engaged in high-intensity aerobic or anaerobic activity;
8. When a student is participating in high-intensity physical activities during a physical education class in a well-ventilated location and able to maintain a physical distance of six feet from all other individuals; or
9. When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task;
10. Students and staff being transported in connection with school-related activities shall continue to adhere to current CDC guidelines for public transportation.

Individuals seeking a medical exemption from mask wearing shall produce written documentation from a medical professional to support the exemption. Self-attestations and parental attestations are not sufficient for this purpose. Where appropriate, the Board's physician shall make a medical determination on a request for a medical exemption.

B. Individuals shall be frequently reminded not to touch the face covering and to wash their hands frequently;

C. Information shall be provided to staff, students, and students' families on proper mask hygiene, including use, removal, storage/maintenance, and washing of face coverings;

D. Currently, the CDC does not recommend use of face shields as a substitute for face coverings. Therefore, they may not be used to satisfy the face covering requirement detailed above. However, under limited circumstances as determined appropriate for medical reasons, they may be an option for students with medical or other challenges that preclude the use of face coverings. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin;

E. Students and educators that rely on facial cues may consider the use of clear face coverings where available. This might include students who are deaf or hard of hearing, students receiving speech/language services, young students in early education programs, and English-language learners;

F. Face coverings shall be provided by the student's family/guardian and may be included as part of the back to school supplies list provided to families/guardians prior to the start of the school year. The district shall strive to provide extra disposable face coverings for students who need them, and shall provide face coverings for students that are experiencing financial hardship and are unable to afford them to the greatest extent possible.

Social Distancing During a Pandemic

The district shall ensure that social distancing within the schools and classrooms is maintained to the maximum extent practicable. This will be achieved by ensuring students are seated at least three feet apart. When conditions such as space in the classroom or other areas of the school make a physical distance of three feet difficult or impossible to maintain, additional modifications shall be implemented. These include but are not limited to using physical barriers between desks and turning desks to face the same direction (rather than facing each other) or having students sit on only one side of the table, spaced apart.

Any modifications that are made to school district facilities shall be in coordination with local code officials and Department county offices to ensure that alterations adhere to school safety requirements.

Social distancing practices shall be maintained on school buses (at least three feet of distance between riders) to the maximum extent practicable (see board policy 3541.33 Transportation Safety).

FACE COVERINGS (continued)

Screening

When local conditions indicate an escalation of infection in the schools or the towns sending students to the district, screening procedures may be implemented for staff students and visitors entering the schools according to the following guidelines:

A. Screening and Personal Protective Equipment (PPE):

1. Adequate amount of personal protective equipment (PPE) shall be available, accessible, and provided for use by staff and students. Staff and students shall be required to wear masks when being admitted to the school and screened for entry;
2. The principal or his or her designee shall develop a school entry plan that includes:
   a. Staff assigned to do the screening;
   b. Designated entrances that will be used to admit students;
   c. The assignment of classes and grades to designated entrances and/or designated entrance times;
3. Staff must visually check students for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms;
4. Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations;
5. Results must be documented when signs/symptoms of COVID-19 are observed;
6. Screening procedures shall take into account students with disabilities and accommodations that may be needed in the screening process for those students;

B. Procedures for symptomatic staff and students:

1. The school principal shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. If a staff member becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, the staff members shall notify the principal and the school nurse. The school nurse shall immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality;

C. Preparations for when someone tests positive for COVID-19:

1. The school principal shall establish an isolation space;
2. Students and staff with symptoms related to COVID-19 shall be safely and respectfully taken to the designated isolation space and isolated from others. Students should remain in isolation with continued supervision and care until picked up by an authorized adult;
3. The current Communicable Disease Service guidance for illness reporting shall be followed;
4. Readmittance to school shall be consistent with Department of Health guidance and information for schools and Department of Health/Communicable Disease Service's Quick Reference Guidance on Discontinuation of Transmission-Based Precautions and Home Isolation for Persons Diagnosed with COVID-19;
5. Contact tracing shall be initiated including records of groups/cohorts, assigned staff, and daily attendance.

D. Protocols to address a positive case:

Students and employees may be asked to leave or not come into school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19, based on CDC guidance, that is not otherwise explained:

FACE COVERINGS (continued)

1. A fever of 100° F or greater;
2. Cough;
3. Shortness of breath or difficulty breathing;
4. Chills;
5. Repeated shaking with chills;
6. Muscle pain;
7. Headache;
8. Sore throat;
9. New loss of taste or smell;
10. Fatigue;
11. Congestion or runny nose;
12. Nausea or vomiting;
13. Diarrhea.

Adopted: October 21, 2021
Revised: May 19, 2022

Key Words

Immunizations, Inoculations, Examinations, Pupil Physical Examinations, Student Physical Examinations, Health

Legal References:

N.J.S.A. 18A:35-4.6 through -4.8	Parents Right to Conscience Act of 1979
N.J.S.A. 18A:40-4	Examination for physical defects and screening of hearing of pupils; health records
N.J.S.A. 18A:40-4.4	Exemption
N.J.S.A. 18A:40-4.5	Immunity from action of any kind due to provisions of act
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.37	Release to share medical information
N.J.S.A. 18A:40-20	Immunization at public expense
N.J.S.A. 26:1A-9.1	Exemption of pupils from mandatory immunizations
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or pupils
N.J.A.C. 6A:14-3.4	Evaluation
N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.1, -1.3, -2.1, -2.2, -2.3, -2.4	Programs to Support Student Development
N.J.A.C. 8:57-4.3	Medical exemptions
N.J.A.C. 8:57-4.4	Religious exemptions
N.J.A.C. 8:57-4.5	Provisional admission
N.J.A.C. 8:57-4.7	Records required
N.J.A.C. 8:57-4.8	Reports to be sent to the State Department of Health
N.J.A.C. 8:57-4.9	Records available for inspection
N.J.A.C. 8:57-4.22	Emergency power of the Commissioner, Department of Health and Senior
20 U.S.C.A. 1232h	Protection of Pupil Rights Amendment

Possible Cross References:

*1410	Local units
*4123	Classroom aides

FACE COVERINGS (continued)

*5111	Admission
*5113	Absences and excuses
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.21	Administering medication
*5200	Nonpublic school pupils
*6142.4	Physical education and health
*6145.1/6145.2	Intramural competition; interscholastic competition
*6162.5	Research
*6164.4	Child study team
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

VACCINATION AND TESTING

The board believes that preventing the transmission of COVID-19 is critical to keeping schools open for in-person instruction. The board requires that all eligible teachers, educational staff, contracted employees, vendors, volunteers, providers and any other individuals working in the schools where regular visits to the schools are part of the individual's job duties, be fully vaccinated. Unvaccinated eligible teachers, educational staff, contracted employees, vendors, volunteers, providers and any other individuals working in the schools shall be subject to routine COVID-19 testing.

Executive Order 253 declares that "the State has experienced significant upticks in critical COVID-19 metrics over the past few months, including COVID-19 positive cases, the rate of transmission, spot positivity, and new hospitalizations, that warrant additional precautions in certain settings, especially those with a substantial number of unvaccinated individuals. The Centers for Disease Control (CDC) has emphasized that vaccination is a critical means to prevent spread of COVID-19 and to avoid infection of those individuals that cannot be vaccinated because their age precludes them from receiving one... The majority of the student population remains ineligible for vaccination at this time." Therefore, the CDC has strongly recommended vaccination of all eligible teachers and educational staff.

Executive Order 253 also declares that as of October 18, 2021, all staff members who are eligible to be vaccinated against COVID-19 must receive the vaccine or be subject to routine COVID-19 testing. Executive Order 253 also applies to contracted employees, vendors, providers and any other individuals working in the schools where regular visits to the schools are part of the individual's job duties, including volunteers.

According to N.J.S.A. 26:13-3, the Governor of the State has the authority to declare a public health emergency. According to N.J.S.A. App.A:9-33, the purpose of the Civilian Defense and Disaster Control Act is to "provide for the health, safety and welfare of the people of the State of New Jersey and to aid in the prevention of damage to and the destruction of property during any emergency … by prescribing a course of conduct for the civilian population…." According to N.J.S.A. App.A:9-40, public officials are required to fully cooperate with the Governor in all matters affecting any declared emergency. Furthermore, Executive Order 253 expressly forbids state entities from taking any action that conflicts with or impedes it's implementation.

Definitions

"Covered settings" are all public, private, and parochial preschool programs, and elementary and secondary schools, including charter and renaissance schools.

"Covered workers" shall include all individuals employed by the covered setting, both full and part-time, including, but not limited to, administrators, teachers, educational support professionals, individuals providing food, custodial, and administrative support services, substitute teachers, whether employed directly by a covered setting or otherwise contracted, contractors, providers, and any other individuals performing work in covered settings whose job duties require them to make regular visits to such covered settings, including volunteers. Covered workers do not include individuals who visit the covered setting only to provide one-time or limited duration repairs, services, or construction.

"Fully vaccinated" for COVID-19 is two weeks or more after an individual has received the second dose in a two-dose series or two weeks or more after they have received a single-dose vaccine. Individuals will only be considered fully vaccinated where they have received a COVID-19 vaccine that is currently authorized for emergency use by the Food and Drug Administration (FDA) or the World Health Organization (WHO), or that are approved for use by the same. Workers who are not fully vaccinated, or for whom vaccination status is unknown or who have not provided sufficient proof of documentation, shall be considered unvaccinated.

VACCINATION AND TESTING (continued)

Vaccination and Testing

The board requires all covered workers to either provide adequate proof that they have been fully vaccinated or submit to COVID-19 testing at minimum one to two times weekly. This requirement shall take effect on October 18, 2021, at which time any covered workers that have not provided adequate proof that they are fully vaccinated must submit to a minimum of weekly or twice weekly testing on an ongoing basis until fully vaccinated.

Covered workers may demonstrate proof of full vaccination status by presenting the following documents if they list COVID-19 vaccines currently authorized by the Food and Drug Administration (FDA) Emergency Use Authorization (EUA) in the United States and/or the World Health Organization (WHO), along with an administration date for each dose:

A. The CDC COVID-19 Vaccination Card issued to the vaccine recipient by the vaccination site, or an electronic or physical copy of the same;

B. Official record from the New Jersey Immunization Information System (NJIIS) or other State immunization registry;

C. A record from a health care provider's portal/medical record system on official letterhead signed by a licensed physician, nurse practitioner, physician's assistant, registered nurse or pharmacist;

D. A military immunization or health record from the United States Armed Forces; or

E. Docket mobile phone application record or any state specific application that produces a digital health record.

Covered settings collecting vaccination information from covered workers must comport with all federal and State laws, including but not limited to the Americans with Disabilities Act, that regulate the collection and storage of that information.

Testing

The covered worker shall undergo screening testing at a minimum of one to two times each week.
The unvaccinated covered worker to shall submit proof of a COVID-19 test to the chief school administrator or his or her designee. The district shall provide the unvaccinated covered worker with on-site access to an antigen or molecular COVID-19 test.

If the covered worker is not working on-site during a week where testing would otherwise be required, the worker is still required to submit to testing for that week. This testing requirement is in addition to any other diagnostic testing of symptomatic workers or screening testing of vaccinated workers.

Tracking and Records

The chief school administrator shall assign a staff member who is responsible for tracking test results and reporting such results to local public health departments.

The collection of and storage of test results, examination results and proof of vaccination documentation shall comport with board policies and all federal and State laws, including but not limited to the Americans with Disabilities Act, that regulate the collection and storage of that information. Employee records and documentation shall be kept in the employee's confidential health record that shall be maintained separately from other personnel files (see board policy 4112.6/4212.6 Personnel Records). The custodian of records shall maintain test results, examination results and proof of vaccination records and documentation for all other covered workers in a locked and secure location to ensure confidentiality (see board policy 3570 District Records and Reports).

VACCINATION AND TESTING (continued)

NJSBA Review: September 10, 2021

ADOPTED: October 21, 2021

Key Words

Proof of Vaccination, Vaccination, COVID-19, Coronavirus, Examination, Test

Resources:

The CDC recently issued updated guidance regarding considerations for wearing face coverings and how it can help slow the spread of COVID-19. Schools should refer to this guidance as it includes details regarding who should and should not wear a face covering:
Guidance for COVID-19 Prevention in K-12 Schools | CDC

Centers for Disease Control and Prevention "Your Guide to Masks" at: Your Guide to Masks | CDC

NJDOE School Reopening Frequently Asked Questions at:
https://www.nj.gov/education/reopening/faqs/#sd

NJDOE Update to Conditions of Learning, Health and Safety, "Critical Area of Operation #5: Screening, PPE, and Response to Students and Staff Presenting Symptoms" and "Critical Area of Operation #3: Transportation https://nj.gov/education/reopening/updates/docs/RestartUpdateFacecoverings080320.pdf

"Physical Distancing, face coverings, and eye protection to prevent person-to-person transmission of SARS-CoV-2 and COVID-19: a systematic review and meta-analysis;" September 21, 2020. D.K. Chu, S. Duda, K. Solo, S. Yaacoub, and H. Schunemann. https://www.ncbi.nlm.nih.gov/pmc/articles/PMC7503118/

Legal References:

N.J.S.A. 18A:35-4.6 through -4.8	Parents Right to Conscience Act of 1979
N.J.S.A. 18A:40-4	Examination for physical defects and screening of hearing of pupils; health records
N.J.S.A. 18A:40-4.4	Exemption
N.J.S.A. 18A:40-4.5	Immunity from action of any kind due to provisions of act
N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
N.J.S.A. 18A:40-6	In general
N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of pupils who are ill
N.J.S.A. 18A:40-12.37	Release to share medical information
N.J.S.A. 18A:40-20	Immunization at public expense
N.J.S.A. 26:1A-9.1	Exemption of pupils from mandatory immunizations
N.J.S.A. 26:4-6	Prohibiting attendance of teachers or pupils
N.J.A.C. 6A:14-3.4	Evaluation
N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.1, -1.3, -2.1, -2.2, -2.3, -2.4	Programs to Support Student Development
N.J.A.C. 8:57-4.3	Medical exemptions
N.J.A.C. 8:57-4.4	Religious exemptions
N.J.A.C. 8:57-4.5	Provisional admission
N.J.A.C. 8:57-4.7	Records required
N.J.A.C. 8:57-4.8	Reports to be sent to the State Department of Health
N.J.A.C. 8:57-4.9	Records available for inspection
N.J.A.C. 8:57-4.22	Emergency power of the Commissioner, Department of Health and Senior Services
20 U.S.C.A. 1232h	Protection of Pupil Rights Amendment

VACCINATION AND TESTING (continued)

Executive Order No. 251, Governor Philip D. Murphy, August 6, 2021.
Executive Order No. 253, Governor Philip D. Murphy, August 23, 2021.

The NJDOE Guidance: *The Road Back: Restart and Recovery* at: *https://www.nj.gov/education/reopening/*

The NJDOE Guidance: *The Road Forward: Health and Safety Guidance for the 2021-2022 School Year* at: *The Road Forward (nj.gov)*

Possible Cross References:

*1410	Local units
*4123	Classroom aides
*5111	Admission
*5113	Absences and excuses
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141	Health
*5141.21	Administering medication
*5200	Nonpublic school pupils

*Indicates policy is included in the Critical Policy Reference Manual.

STUDENT SAFETY

The Woodbridge Township Board of Education recognizes the safety of its students as a consideration of utmost importance. The superintendent shall consult law enforcement agencies, health and social service providers, emergency management planners and other school and community resources in the development of the plans, procedures and mechanisms for school safety. The superintendent shall oversee development of a districtwide safety program with emphasis on accident prevention.

1. Facilities

The superintendent shall maintain all facilities and equipment in proper condition to provide a safe learning environment, ensuring compliance with state law on the handling, labeling and storing of hazardous substances. Safety regarding all aspects of playground equipment and activity will be maintained and supervised in compliance to law and code.

2. Staff Education and Training

All teachers shall be familiar with the provisions of this program that particularly concern them.

The superintendent shall inform all newly employed staff of school safety rules and regulations within 60 days of the effective date of their employment. All district employees will receive the appropriate inservice training to recognize and respond appropriately to safety concerns including emergencies and crises, in accordance with the district safety plans, procedures and mechanisms. The district safety plan will be updated annually and all employees will be notified of updates and changes to the safety plan in writing. Regulations concerning use and maintenance of eye protective devices shall be scrupulously enforced by all staff.

3. Student Supervision

The staff must maintain complete classroom and playground supervision during regular school hours. The superintendent shall seek the cooperation of parents/guardians to prevent any children being unsupervised on school property during lunch hour and during morning arrival and afternoon dismissal times. Further, the superintendent shall seek the cooperation of the police and other appropriate agencies in providing for the safety of students on or around school property. The board shall adopt the necessary regulations governing supervision of student safety.

No student shall leave the school before the end of the school day without permission of the principal. No student shall run errands on school business off the school property.

The curriculum shall include courses in safety as required by state law. The superintendent shall oversee development and implementation of a vocational education safety program correlated with coursework. In development of courses, the safety of participating students shall be a primary consideration.

Employers of work/study students are required to report to the guidance office if a student has not reported for work within one hour of the expected arrival time. Other students leaving before regular dismissal must be met in the school office and signed out by a parent/guardian or a person authorized to act in his/her behalf.

A record shall be kept indicating the legal custodian of each student. Such custodian shall be responsible for informing the superintendent of any change in the student's custody. If one parent/guardian has been awarded custody of the student in a divorce, the other parent/guardian shall present to the principal a letter

authorizing him/her to accompany the child from school before the child may be released. The principal may take reasonable steps to verify the letter. It is the responsibility of the person or agency having custody to inform the school that such authorization will be required.

4. Supervision of Students During Dismissal

Dismissal will be supervised. District staff will be assigned to specific locations and given defined responsibilities to supervise student dismissal in each district school facility. Regular and early dismissal will be supervised according to the same protocol unless otherwise specified. The superintendent is responsible for overseeing the development of protocols that are tailored to the age and needs of the students at each school facility. At a minimum these protocols shall include:

A. Staff assigned to supervise dismissal and their locations and responsibilities;

B. Where children will be retained awaiting appropriate escort and/or designated transportation;

C. Provisions for supervision when a parent/escort is unable to pick up their child at the appropriate dismissal time; and

D. Location and presence of municipal crossing guards.

E. The board will review the dismissal procedures annually.

5. Supervision of Non-bused Students at Dismissal

The board shall require that the parent/guardian notify the school in advance of any arrangements for students requiring appropriate escort or designated transportation. The board requires signed permission for a student to be dismissed to walk home unescorted.

All documented arrangements will be considered permanent for the entire school year. Parents/Guardians may alter arrangements upon prior written notification to the superintendent or designee.

Parents/guardians leaving students at school that are to be escorted home will be reported to the proper authorities.

The superintendent or designee is responsible for the collection of all dismissal arrangements requested by the parents/guardians. The superintendent or designee is responsible for keeping a record of the dismissal arrangements and implementing the appropriate dismissal supervision in accommodation of these arrangements.

6. Notification of Dismissal Protocols

The superintendent or his designee shall ensure that parents are notified of the following:

A. School calendar including school closure and early dismissal dates and times; and any adjustments to the calendar;

B. The school dismissal policy;

C. Dismissal protocol for all bused students, non-bused students and students in after-school programs or activities;

D. Supervision arrangements for students at dismissal;

E. Emergency plan for supervision of students left at school;

F. After school program opportunities;

G. Procedures for enrolling students in after school programs.

The parent/guardian is responsible for reviewing the school calendar and complying with all school dismissal times and procedures. It is the parents/guardians responsibility to resume the custody of their child at the end of each school day.

The superintendent will develop procedures:

A. For parents/guardians to provide signed acknowledgement of receipt of the school calendar, including all school closure and early dismissal dates, and the school dismissal policy and procedures;

B. For parents/guardians to indicate and define the circumstances that the student is to be released from the school's care at dismissal;

C. For the collection and retention of all documents pertaining to receipt of calendar and escort/transportation arrangements.

7. Emergency Dismissal Protocols

Should a situation arise that would warrant an early dismissal from school the following procedures will be followed:

A. Parent notification and student supervision must be determined before students are dismissed.

B. Only the superintendent or his or her designee can determine that students will be dismissed in an emergency.

C. The superintendent or his or her designee and the principal will coordinate bussing before dismissal.

D. The superintendent or his or her designee and the principal will coordinate notifying the parents before dismissal.

E. The principal must have pre-arranged procedures in place to account for student attendance during an evacuation.

F. The principal must have pre-arranged procedures in place to sign-out students to parents who arrive at the school (or the evacuation location) and wish to pick up their children.

8. Voluntary Fingerprinting Program

The board of education shall provide a voluntary fingerprinting program for the protection of its students. This program shall be carried out in cooperation with the county sheriff's office and local law enforcement officials in accordance with the requirements of law.

All students in grades kindergarten through nine shall be eligible to participate with written authorization of their parent/guardian. Completed fingerprint cards shall be given to the parent/guardian and shall not be retained by the school district or the law enforcement agency.

STUDENT SAFETY (continued)

The superintendent is directed to provide an orientation program for those students for whom fingerprinting has been authorized, and to develop appropriate administrative regulations for the implementation of the voluntary fingerprinting program in the district.

9. Potentially Missing Children

The board of education is concerned about the plight of missing children and their families. The board of education has a significant interest in missing children prevention efforts and supporting all reasonable efforts taken to recover missing children.

During school hours, students shall be supervised by responsible adults at all times. Students shall not be allowed to leave school before the end of the school day without the permission of the principal or his/her designee.

Students leaving before regular dismissal time must be met in the school office and be signed out by a parent/guardian, or a person authorized to act in his/her behalf.

A record shall be kept indicating the legal guardian of each student. Such custodian shall be responsible for informing the school of any change in the student's custody. If one parent/guardian has been awarded custody of a child in a divorce, the other parent/guardian will not be allowed to accompany the child from the school unless he/she presents to the principal a letter authorizing such action from the custodial parent/guardian. The principal shall take reasonable steps to verify the letter.

In cases where the district has been given a copy of a court order of appropriate jurisdiction, terminating or limiting parental rights of one or both parents, the administrator in charge shall notify the custodial parent/guardian/agency and, if appropriate, the police, of any attempt to remove the child from school.

When a child's parent/guardian notifies the board that the child will be withdrawing from the school district and transferring to another school district, the principal of the school from which the child is withdrawing shall request that the parent/guardian provide the principal with the name and location of the school district in which the child will subsequently be enrolled and the expected date of enrollment. The principal shall provide the information supplied by the parent/guardian to the superintendent. Five school days following the expected date of enrollment, the superintendent or his/her designee shall contact the school district in which the child is to be subsequently enrolled to determine if the child has enrolled in the district. If the child has not been so enrolled, the board's attendance officer shall investigate the failure to enroll and notify the superintendent of the school district in which the child was scheduled to enroll and notify him/her of the child's failure to enroll.

The board may cooperate with parents/guardians and local authorities in organized programs designed to enhance the safety of district students.

The superintendent of schools, or his/her designee, may establish regulations implementing this policy as he/she deems necessary.

10. Release to an Individual Impaired by Drugs/Alcohol Prohibited

The board believes that allowing a child to be released into the custody of a parent/guardian or other authorized individual who appears to be impaired by drugs or alcohol can have tragic consequences. Therefore, the board prohibits release of a student into the custody of any person who appears to be physically and/or emotionally impaired to the extent that harm could come to the student if released to such a person. The superintendent/designee shall make the final determination as to whether an individual is impaired.

STUDENT SAFETY (continued)

11. Possessions

Parents/guardians are requested not to permit their children to bring expensive or fragile objects to school and to label or otherwise identify clothing, books and personal items. The board is not responsible for items destroyed or stolen from lockers.

12. Megan's Law

Only law enforcement agencies in the community receive notification of the presence of Tier One offenders. The superintendent and principals in affected schools shall receive notification from the county prosecutor's office or local law enforcement officials when Tier Two or Tier Three sex offenders move into the district. Principals shall inform those employees/ volunteers whose duties regularly put them in a position to observe unauthorized persons on or near the property of the school. Principals shall determine who to notify on the basis of this definition, as well as on specific job duties carried out in their schools. If private vendors perform any of these functions, the superintendent shall inform the vendor. Notification may include, but is not limited to:

A. Aides;

B. Bus drivers;

C. Coaches;

D. Maintenance staff;

E. Professional support staff;

F. School level administrative staff;

G. Security personnel;

H. Teachers' aides;

I. Teachers.

School personnel are notified only in their capacity as such and shall not disseminate information about an offender to anyone not specifically identified by the county prosecutor or Attorney General. Any school employee who does so may be disciplined. If a school employee has reason to believe that an offender who has been the subject of a notification is a danger to someone outside the school environs, he/she shall immediately contact the local law enforcement agency or the county prosecutor.

District personnel shall not notify the following of the presence of Tier Two or Tier Three offenders:

A. Members of PTO, PTA, HAS, etc.;

B. Organizations using school facilities;

C. Other schools;

D. Press

The principal shall provide registration forms to any organization that uses the school facilities, including parent-teacher organizations, which wish to be notified by the county prosecutor's office of the presence of a Tier Two or Tier Three offender in the community.

In addition to the school personnel identified by the principal, students and parents/guardians shall be notified of the presence of Tier Three offenders. The prosecutor's office and local law enforcement shall supply the school with notices for them when a school is located in the area where a vulnerable population is likely to encounter a Tier Three offender. Dissemination of these notices shall be in accord with law and accomplished in cooperation with the county prosecutor's office. Confidentiality shall be a prime consideration in all communications with students and parents/guardians, and all directives of the county prosecutor and Attorney General's offices shall be observed.

When a student has been identified as a sex offender, all procedures of notification shall apply. When a parent/guardian has been identified as an offender, he/she may continue to participate in all appropriate parent/guardian activities, unless prohibited by legal constraint.

Newly hired staff and newly enrolled students and their parents/guardians shall be trained and informed of the presence of Tier Two and Tier Three offenders, unless the county prosecutor has notified the principal that notice cannot be given.

Students and district employees shall not be liable in any civil or criminal action for providing or failing to provide information relevant to notification. The superintendent shall prepare regulations to implement this policy and all directives of the county prosecutor's office to ensure careful adherence to Megan's Law.

13. School Violence Awareness Week and Annual Public Hearing

The school shall observe “School Violence Awareness Week”. This week will include discussions, presentations, and training for both students and staff, focused on the topic of preventing violence in school. Law enforcement personnel will be invited to join school teaching staff presenting age appropriate opportunities for students to discuss issues including but not limited to conflict resolution, student diversity and tolerance.

The board of education shall hold a public hearing on violence and vandalism pursuant to N.J.S.A. 18A: 17-46 and N.J.A.C. 6A: 16-5.3. The requirements of the public hearing are covered in greater detail in file code 5131.5 of this manual.

Adopted:	December 18, 2008
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014, March 19, 2015

Key Words

Student Safety, Safety

Legal References:		
N.J.S.A.	2C:7-2 et seq.	Registration and Notification of Release of Certain Offenders
N.J.S.A.	2C:39-5	Unlawful possession of weapons
N.J.S.A.	18A:6-2	Instruction in accident and fire prevention
N.J.S.A.	18A:16-2	Physical examinations; requirement
N.J.S.A.	18A:17-42, -43 and -45 through -48	Public School Safety Law
N.J.S.A.	18A:20-21	Supervisors and other employees

STUDENT SAFETY (continued)

N.J.S.A. 18A:35-5	Maintenance of physical training courses; features
N.J.S.A. 18A:35-5.1 through -5.3	Lyme disease prevention; public school health curriculum
N.J.S.A. 18A:36-24 through -25	Missing children; legislative findings and declarations...
N.J.S.A. 18A:36-29 et seq.	Voluntary fingerprinting
N.J.S.A. 18A:40-12.1, -12.2	Protective eye devices required for teachers, students and visitors in certain cases
N.J.S.A. 18A:41-1 et seq.	Fire drills and fire protection
N.J.S.A. 30:5B-26 through -29	Child care before and after school hours ...
N.J.S.A. 34:5A-1 et seq.	Worker and Community Right to Know Act
N.J.S.A. 39:4-183.1a	Traffic control devices
N.J.S.A. 52:27D-123.9 et seq.	Definitions relative to playground safety
N.J.A.C. 5:23-11 to 11.4	Playground Safety Subcode
N.J.A.C. 6A:8-5.1	Graduation requirements
N.J.A.C. 6A:16-1.1 et seq. See particularly: N.J.A.C. 6A:16-2.1, -5.1, -5.2, -5.5, -5.6, -5.7, -6.1, -6.2, -6.4, -6.5	Programs to Support Student Development
N.J.A.C. 6A:19-6.1 et seq. See particularly: N.J.A.C. 6A:19-6.5	Safety and Health Standards
N.J.A.C. 6A:26-12.1 et seq. See particularly: N.J.A.C. 6A:26-12.2, -12.5	Operation and Maintenance of Facilities
N.J.A.C. 6A:27-11.1 et seq.	Safety

Jerkins v. Anderson, 191 N.J. 285 (June 14, 2007)

Possible Cross References:

*1250	Visitors
*1410	Local units
*3000/3010	Concepts and roles in business and noninstructional operations
*3516	Safety
3530	Insurance management
*3541.33	Transportation safety
*4112.4/4212.4	Employee health
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4231/4231.1	Staff development; inservice education/visitations/conferences
*5020	Role of parents/guardians
*5113	Absences and excuses
*5124	Reporting to parents/guardians
*5125	Student records
*5131	Conduct/discipline
*5131.5	Vandalism/violence
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*5141.1	Accidents
*5141.2	Illness
*5141.4	Child abuse and neglect

STUDENT SAFETY (continued)

*5141.21	Administering medication
*5145.12	Search and seizure
*6114	Emergencies and disaster preparedness
*6142.12	Career education

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5142.1**
Woodbridge, New Jersey **_____ Monitored**
__X__ Mandated
Policy **_____ Other Reasons**

SAFETY PATROLS

The Woodbridge Township Board of Education recognizes the value of a student safety patrol as an essential part of the school program to instruct the children of this district in good safety habits and to provide opportunities for leadership training. The board authorizes the formation of a school safety patrol of students in grades 5 and 6.

All students eligible may apply for service on the safety patrol. Members of the school safety patrol may be assigned to control and direct student traffic in the school buildings, on school grounds, on sidewalks or paths adjacent to a street or roadway, and at bus stops. No safety patrol member shall be permitted to direct or place himself in the path of vehicular traffic. The board authorizes the purchase of supplies and equipment to identify safety patrol members and enable them to perform their assigned functions.

A faculty member shall be assigned as supervisor to the school safety patrol whose job it shall be to:

A. Receive and screen all applications for membership;

B. Select safety patrol members;

C. Instruct safety patrol members in their duties and responsibilities;

D. Obtaining signed, written consent from the parent/guardian for the student's involvement in the safety patrol;

E. Where necessary and for good cause, remove a member from the safety patrol.

Adopted: December 21, 1978
NJSBA Review/Update: December 2011
Readopted: August 21, 2014

Key Words

Student Safety, Safety, Safety Patrols

Legal References:

N.J.S.A.	18A:42-1	Safety patrol by students
N.J.A.C.	6A:26-12.2(a)(3)	Policies and procedures

Possible Cross References:

*3516	Safety
*3541.33	Transportation safety
*5020	Role of parents/guardians
*5124	Reporting to parents/guardians
*5131	Conduct/discipline
*5141.1	Accidents
*5142	Safety

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5145**
Woodbridge, New Jersey

Policy

RIGHTS OF ADULT STUDENTS AND THEIR PARENTS

A student who has reached the age of majority, or who is under age 18 but has produced proof of emancipation, possesses the full rights of an adult and may authorize those school matters previously handled by his/her parents. Such a student is an adult student.

The parent(s) of an adult student shall have access to the student's records without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student.

Adopted:	December 21, 1978
Revised:	March 16, 2005
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Rights, Nondiscrimination, Affirmative Action, Equal Educational Opportunity

Legal Reference: P.L. 101-542 Students right to know and campus security

Possible Cross References:

*2224	Nondiscrimination/affirmative action
*4111.1	Nondiscrimination/affirmative action
*4211.1	Nondiscrimination/affirmative action
*5134	Married/pregnant students
*5145.4	Equal educational opportunity
*6121	Nondiscrimination/affirmative action
*6141	Curriculum design/development
*6145	Extracurricular activities
*6161.1	Guidelines for evaluation and selection of instructional materials
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

QUESTIONING AND APPREHENSION

In order to protect students' rights during the time they are under school control, the principal shall interview every person who wishes to question a student on school property during the school day. The lead person shall be informed of such incidents.

Law Enforcement Officers

A. If a law enforcement officer has an arrest warrant, the principal shall ensure that all procedural safeguards as prescribed by law are observed. No student shall be taken from the school without the knowledge of the principal or other person in charge of the school. The principal shall make every reasonable effort to notify parents/guardians. The lead person shall be informed whenever such apprehensions take place.

B. If a law enforcement officer has a juvenile complaint or wants to question a student on school property, the principal shall request that the questioning be delayed if possible until the parents/ guardians can be present. If the officer refuses and the principal is convinced that the situation justifies questioning, he/she must attempt to have the parents/guardians informed immediately and shall remain with the student during the questioning.

C. If the law enforcement officer is an agent of the Division of Child Protection and Permanency (DCP&P), the agent shall determine whether the presence of a parent/guardian or school employee is appropriate.

Private Persons

If a private person wishes to question a student on school property during the school day, generally parents/guardians shall be notified of the request and give their permission before the principal will permit the private person to question the student. In cases involving possible harm to another student which might be prevented by early information, the principal may permit such questioning if the parent/guardian cannot be reached. The principal shall be present during the questioning.

Weapons and Substance Abuse Questioning by Staff

When questioning any student about possible possession, use, or distribution of proscribed substances, drug paraphernalia, alcohol, firearms or other deadly weapons, staff shall follow the procedures adopted by the board in compliance with administrative code.

Generally

The lead person shall notify the board president when the police have sought to question a student in school, and the outcome of the incident. The school shall make every effort to establish close and cordial relationships with local law enforcement and other agencies, while ensuring that the parents/guardians are informed and student rights protected.

Adopted: August 21, 2014

Key Words

Questioning, Apprehension, Student Arrest, Arrest

QUESTIONING AND APPREHENSION (continued)

Legal References:

N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
N.J.S.A. 2C:35-5	Comprehensive Drug Reform Act of 1986
N.J.S.A. 18A:11-1	General mandatory powers and duties
N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
N.J.A.C. 6A:16-4.1	Adoption of policies and procedures for the intervention of student alcohol and other drug abuse
N.J.A.C. 6A:16-5.1et seq. See particularly: N.J.A.C 6A:16-5.7 through –5.8	School Safety
N.J.A.C. 6A:16-6.1 et seq. See particularly: N.J.A.C. 6A:16-6.1, -6.2, -6.3	Law Enforcement Operations for Substances, Weapons, and Safety
N.J.A.C. 6A:32-7et seq.	Student records

New Jersey Constitution, Article I, para. 7

U.S. Constitution, Amendment IV, V, XIV

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

In re Gault, 387 U.S. 1 (1967)

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*1410	Local units
*5114	Suspension and expulsion
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*5145.12	Search and seizure

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE TOWNSHIP BOARD OF EDUCATION **FILE CODE: 5145.12**
Woodbridge, New Jersey **_____ Monitored**
__X__ Mandated
Policy **__X__ Other Reasons**

SEARCH AND SEIZURE

School lockers remain the property of the Woodbridge Township School District even when used by students. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline, enforcement of school regulations and to search by law enforcement officials on presentation of a proper warrant. Students and their parents/guardians shall be informed of this policy when lockers are assigned.

A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school. Under no circumstances shall a search be conducted based solely upon an anonymous tip and/or a rumor that contraband is present. The extent or scope of the search shall be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. A physical search may only be conducted by a staff member of the same sex as the student. Before instituting such a search, except in cases of emergency, the principal shall try to inform the parents/guardians and request their presence.

School personnel shall not conduct strip searches or body cavity searches of any students under any circumstances.

Searches for Controlled Dangerous Substances/Drug Paraphernalia/Alcohol/Firearms/Other Deadly Weapons

Searches conducted by staff when there is suspicion that laws and policies on safe and drug free schools are being violated shall be based on the reasonable grounds required by this policy. The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds, and consequently, locker searches and vehicle searches on school grounds need satisfy only the “reasonable suspicion” standard adopted by the courts in T.L.O. and State v. Best. When law enforcement officials conduct the search, the more stringent grounds required by law must be applied (see policies 5131.6 Substance Abuse and 5131.7 Weapons and Other Dangerous Instruments).

Adopted:	December 21, 1978; October 9, 1986
Revised:	March 16, 2006
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Search and Seizure, Locker Searches, Substance Abuse, Seizure

Legal References:	N.J.S.A. 2A:4A-60 et al.	Disclosure of juvenile information; penalties for disclosure
	N.J.S.A. 18A:11-1	General mandatory powers and duties
	N.J.S.A. 18A:36-19.2	Student lockers or other storage facility; inspection; notice to students
	N.J.S.A. 18A:37-6.1	Strip and body cavity searches prohibited
	N.J.S.A. 18A:54-20	Powers of board (county vocational schools)
	N.J.A.C. 6A:16-6.1 et seq.	Law Enforcement Operations for Substances, Weapons

and Safety

State in re T.L.O., 94 N.J. 331 (1983), reversed on other grounds, New Jersey v. T.L.O., 569 U.S. 325 (1985).

Vernonia School District 47J v. Acton et ux., Guardians ad litem for Acton, 515 U.S. 646, 115 S.Ct. 2386 (1995)

Joye v. Hunterdon Central Regional High School Board of Education, Superior Court of New Jersey, Law Division Dkt. No. HNT-C-14031-00 (Jan. 4, 2001)

Board of Education of Independent School District No. 92 of Pottawatomie County et al. v. Earls et al., 536 U.S. 822 (2002)

The New Jersey School Search Policy Manual, New Jersey Attorney General (1998)

State v. Best 403 N.J. Super 428 (App. Div. 2008) cert. granted 996 A. 2d 1078 (2009) The privacy interests of students are outweighed by the substantial interest of teachers and administrators in maintaining a drug-free environment in the classroom and on school grounds. Vehicle searches on school grounds need satisfy only the "reasonable suspicion" standard adopted in T.L.O.

A Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials

Possible Cross References:

*1410	Local units
*5114	Suspension and expulsion
*5131	Conduct/discipline
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5131.7	Weapons and dangerous instruments
*5145.11	Questioning and apprehension

*Indicates policy is included in the Critical Policy Reference Manual.

EQUAL EDUCATIONAL OPPORTUNITY

The district shall provide equal and bias-free access for all students to all school facilities, courses, programs, activities and services and give them maximum opportunity to achieve their potential regardless of race, creed, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, liability for service in the Armed Forces of the United States, nationality, place of residence within the district, socioeconomic status, disability, or pregnancy. Enforcement of other district affirmative action/equity policies (2224, 4111.1, 4211.1 and 6121) contribute to this legally required equality of educational opportunity.

Staff members shall maintain professional relationships with pupils at all times and develop wholesome and constructive relationships with them. Staff members shall be expected to regard each pupil as an individual and to accord each pupil the rights and respect that are his/her due.

Staff members shall promote a learning environment that encourages fulfillment of each pupil's potential in regard to his/her program, consistent with district goals and with optimal opportunities for pupils. This goal may be reached by adapting instruction to individual needs, by:

A. Insisting on reasonable standards of scholastic accomplishment for all pupils;

B. Creating a positive atmosphere in and out of the classroom;

C. Extending the same courtesy and respect that is expected of pupils;

D. Treating all pupils with consistent fairness.

The board of education guarantees all pupils equal access to all academic programs within the learning environment.

Pupils shall respect the rights of other pupils to receive an education in an environment that is conducive to learning and personal growth. No pupil shall have the right to abridge another pupil's right to privacy or right to hold personal beliefs which are different from those of the mainstream.

Service Animals

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the school facilities where members of the community, participants in services, programs or activities, or invitees, as relevant, are allowed to go.

Harassment

The district's affirmative action program is part of each academic program regarding all pupils. No one--including pupils, staff members, vendors, volunteers, or visitors--shall commit an act of harassment/ discrimination of any kind against any member of the school community on any of the grounds prohibited by law.

“Harassment, intimidation or bullying” is defined as any gesture, any written, verbal or physical act, or any electronic communication, whether it be a single incident or a series of incidents, that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, that takes place on school grounds**,** at any school-

EQUAL EDUCATIONAL OPPORTUNITY (continued)

sponsored function or on a school bus, or off school grounds, in accordance with law, that substantially disrupts or interferes with the orderly operation of the school or the rights of other students, and that:

A. A reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

B. Has the effect of insulting or demeaning any student or group of students; or

C. Creates a hostile educational environment for the student by interfering with the student's education or by severely or pervasively causing physical or emotional harm to the student.

All reported incidents of harassment, intimidation or bullying shall be handled according to law and board policy 5131.1 Harassment, Intimidation and Bullying. Harassment may be claimed by a third party. That is, individuals who are not directly involved in the behavior may experience a hostile environment. They shall have the same legal rights to act under this policy as those directly victimized.

Any member of the student body may file a formal grievance related to harassment. The school anti-bullying specialist will receive all complaints and initiate a thorough investigation and will protect the rights of both the pupil making the complaint and the alleged harasser. If the victim is from a protected class, the affirmative action officer will be included in the investigation. Filing of a grievance or otherwise reporting harassment of any kind will not reflect upon the pupil's status nor affect future grades or class assignments.

The administration will inform all pupils that sexual harassment is prohibited in the educational setting. Specifically, no person employed by the district or by a vendor, or acting in a voluntary capacity, shall threaten or insinuate, either directly or indirectly, that a pupil's refusal to submit to sexual advances will adversely affect the pupils standing in the school setting. Pupils are forbidden to harass other pupils or staff members or vendors or volunteers through conduct or communications of a sexual nature within the school setting.

Findings of discrimination in the form of harassment will result in appropriate disciplinary action.

Equity in School

The board of education shall maintain an academic environment that is free from harassment and provide equal and bias free access for all students to all school facilities, courses, programs activities and services, regardless of race, creed, color, national origin, ancestry, age marital status, affectional or sexual orientation, gender identity or expression, religion, disability**,** nationality or socioeconomic status. The board shall ensure that:

A. School classrooms and facilities will be barrier free;

B. Attention will be directed at attaining minority representation within each school that approximates the district's overall minority representation. Exact appointment is not required. The ultimate goal shall be to achieve the greatest degree of racial balance that is feasible and consistent with sound educational values and procedures;

C. Utilizing on an annual basis a State-approved English language proficiency measure for determining the special needs of English language learners and their progress in learning English;

D. Utilizing bias-free multiple measures for determining the special needs of students with disabilities;

E. The district curriculum will be aligned with the New Jersey Learning Standards and address the elimination of discrimination by narrowing the achievement gap;

EQUAL EDUCATIONAL OPPORTUNITY (continued)

a. Providing equity in educational programs and by providing opportunities for students to interact with others proactively regardless of status:
b. Ensuring there are no differential requirements for completion of course offerings or programs of study solely on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
c. Ensuring courses shall not be offered separately on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability, or socioeconomic status;
d. Reducing or preventing the underrepresentation of minority, female, and male students in all classes and programs, including gifted and talented, accelerated, and advanced classes;
e. Ensuring schools demonstrate the inclusion of a multicultural curriculum in its instructional content, materials, and methods, and ensuring students understand the basic tenets of multiculturalism;
f. Ensuring African-American history, as well as the history of other cultures, is infused into the curriculum and taught as part of U.S. history;
g. Ensuring instruction on the Holocaust and other acts of genocide is included in the curriculum of all elementary and secondary schools, as developmentally appropriate.
h. Ensuring that students are not discriminated against because of a medical condition.

F. All students shall have support services, including intervention and referral services, school health services and counseling services and;

G. Physical education program and athletic programs shall be equitable and co-educational and do not discriminate based on protected class status.

Procedures shall be made available for pupils and/or parents/guardians who wish to file a grievance protesting alleged discriminatory or sexually (or other) harassing action. An immediate report of the allegation should be made to the affirmative action officer or chief school administrator. Violations of this policy or its related procedures shall be cause for appropriate disciplinary action.

Bias-Related Incidents

An employee of the board who becomes aware in the course of his/her employment that a student or other staff person has committed a bias-related **(**hate crime) or is about to commit one shall immediately inform the building principal and chief school administrator. All incidents of bias-related act shall be reported whether they occur during school hours on school grounds or otherwise.

The principal or his or her designee shall immediately notify the local police department and the bias investigation officer for the county prosecutor's office where there is reason to believe a bias-related act that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe a life has been or will be threatened.

All incidents shall be reported utilizing the Student Safety Data System (SSDS) according to board policy 5131.5 Violence and Vandalism.

Appeals

Grievances related to equity in school and classroom shall be submitted to the affirmative action officer. Any individual may petition the Commissioner in writing to resolve a dispute arising related to equity in school and classroom.

EQUAL EDUCATIONAL OPPORTUNITY (continued)

Implementation

The chief school administrator shall direct development of procedures regarding the implementation of this policy to include sanctions, protection of individual rights to confidentiality and due process, and notification procedures. The chief school administrator shall ensure that, annually, all staff and all pupils (in means and terms that are age-appropriate) be thoroughly informed of this policy, their right to file grievances under this policy and the law and the procedures relative to filing. Further, all staff and pupils shall be informed annually of the identity of the district's affirmative action officer and how he/she may be contacted.

The chief school administrator shall also ensure that staff and pupils participate in educational programs relating to this policy and the maintenance of a safe and nurturing educational environment.

The chief school administrator shall use all customary methods of information dissemination to ensure that the community is informed of its policies on educational equity.

Adopted:	August 21, 2014
NJSBA Review/Update:	May 17, 2018
Readopted:	September 22, 2016; May 17, 2018

Key Words

Nondiscrimination, Affirmative Action, Equal Educational Opportunity, Harassment, Sexual Harassment

Legal References:

N.J.S.A. 2C:16-1	Bias Intimidation
N.J.S.A. 2C:33-4	Harassment
N.J.S.A. 10:5-1 et seq.	Law Against Discrimination
N.J.S.A. 18A:36-20	Discrimination; prohibition
N.J.S.A. 18A:37-14	Electronic communication, harassment, intimidation or bullying defined
N.J.S.A. 18A:38-5.1	No child to be excluded from school because of race, etc.
N.J.A.C. 6A:7-1.1 et seq. See particularly: N.J.A.C. 6A:7-1.4,-1.7	Managing for Equality and Equity in Education
N.J.A.C. 6A:16-6.3(e)	Reporting students or staff members to law enforcement Authorities
N.J.A.C. 6A:17-1.1 et seq.	Education of Homeless Children and Students in State Facilities
N.J.A.C. 6A:30-1.1et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-12.1	Reporting requirements
N.J.A.C. 6A:32-14.1	Review of mandated programs and services

Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)

State v. Mortimer, 135 N.J. 517 (1994)

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) --Part B

42 U.S.C.A. 12101 et seq. - Americans with Disabilities Act (ADA)

Hawkins-Stafford Elementary and Secondary School Improvement of 1988 (P.L. 100-297**)** Act of 1988 (Pub. L. No. 100-297) amending Elementary and Secondary Education Act of 1965.

Saxe v. State College Area School Dist., 240 F. 3d 200 (3d Cir. 2001)

Every Student Succeeds Act, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

L.W. v. Toms River Regional Schools Board of Education, N.J., No. A-111-05 (Feb. 22, 2007), 2007 N.J. LEXIS 184. The New Jersey Supreme Court ruled that a school district may be held liable under the New Jersey Law Against Discrimination (LAD), N.J.S.A. 10:5-1 to -49, when students harass another student because of his/her perceived sexual orientation. A district school will be liable for such harassment if it knew or should have known of the harassment but failed to take reasonable remedial actions. The matter was remanded to the Director of the Division on Civil Rights.

Comprehensive Equity Plan, New Jersey State Department of Education

Possible Cross References:

*2224	Nondiscrimination/affirmative action
*4111.1/4211.1	Nondiscrimination/affirmative action
*5131.1	Harassment, intimidation and bullying
*5134	Married/pregnant pupils
*6121	Nondiscrimination/affirmative action
*6141	Curriculum design/development
*6145	Extracurricular activities
*6161.1	Guidelines for evaluation and selection of instructional materials
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

WOODBRIDGE BOARD OF EDUCATION
Woodbridge, New Jersey

Policy

FILE CODE: 5145.5
_____ Monitored
_____ Mandated
__X__ Other Reasons

PHOTOGRAPHS OF STUDENTS

Taking pictures of students and buildings for commercial purposes is prohibited without written approval of the lead person.

"Commercial purposes" in this context is defined to mean for sale or for use in connection with the advertisement or promotion of goods or services.

"School students" in this context means boys and girls enrolled in the school during that part of the day they are at school, on the school grounds, or engaged in any activity under the direction and supervision of the school.

Pictures of children with educational disabilities shall not be disseminated in any way unless permission is granted by parents/guardians. Photographs of children placed in the school by the Division of Child Protection and Permanency (DCP&P) shall not be published without permission of the division case worker.

Photographs on the School Web Site

Pictures of school students shall not be posted on the web site, except under the following conditions:

A. Prior written permission has been obtained from the student's parent/guardian;

B. Group photographs may identify the group, but not the individuals in the group;

C. Prior written permission has been obtained from the student's parent/guardian, if the student is receiving an award or special recognition.

Adopted: August 21, 2014

Key Words

Exploitation, Safety, Photographs of Students, Student Photographs, Web Site

Legal References:

N.J.S.A.	18A:11-1	General mandatory powers and duties
N.J.S.A.	18A:36-35	Disclosure of certain student information on internet prohibited without parental consent

Possible Cross References:

*1100	Communicating with the public
*1110	Media
*1140	Distribution of materials by students and staff
*1250	Visitors
1320	Participation in out-of-school community activities
*5125	Student records

PHOTOGRAPHS OF STUDENTS (continued)

*5141.4	Child abuse and neglect
*5145.12	Search and seizure
6142.10	Technology
6145.3	Publications
6145.4	Public performances and exhibitions
*6171.4	Special education

*Indicates policy is included in the Critical Policy Reference Manual.

STUDENT GRIEVANCE PROCEDURE

Each school shall establish procedures for the consideration of student problems and for the processing of their complaints and appeals. These procedures should be developed through the cooperative efforts of students, faculty and administrators. The superintendent or designee shall establish and maintain procedures for appeals beyond the decision of the principal. Details of those procedures should be made known to students and staff, and students who wish to use them should be assured of access to the appropriate personnel within a reasonable period of time.

Disorder and Disruption of Educational Program

It is the legal responsibility of the Woodbridge Township Board of Education to provide school facilities and to maintain an appropriate program of education for the school children of the community. It is the right of these children to attend these schools and to receive the best education possible. Any disruption of the schools or interference with their normal operation offends this right, thereby violating the law, and this shall not be tolerated or condoned.

It is recognized that existing conditions may need improvement from time to time. Any student or students wishing to express themselves because of some disagreement has the right to express his/her feelings in a reasonable and orderly manner to his/her student representatives. Any disagreement not resolved by the elected student officers may be presented to the principal upon request in a reasonable and orderly manner. The principal will consider and evaluate any grievance presented and will render a decision which, in his/her professional judgment, is in the best interests of the student body.

If the students are not satisfied with the decision rendered, then they have the right, through the regular channels of communication, to appeal to the next higher authority in writing. If still not satisfied, they may continue upward, still keeping in mind the regular channels of communication. The sequence of administrative authority is: principal, assistant superintendent for curriculum and instruction, superintendent of schools, board of education, executive county superintendent of schools, and commissioner of education.

Adopted:	April 18, 1973
Revised:	December 21, 1978; April 30, 2007
NJSBA Review/Update:	December 2011
Readopted:	August 21, 2014

Key Words

Grievances, Student Grievances

Legal References:

N.J.S.A.	18A:11-1	General mandatory powers and duties
N.J.A.C.	6A:16-7.1	Code of student conduct

Possible Cross References:

*5114	Suspension and expulsion
*5131	Conduct/discipline
*5145.4	Equal educational opportunity

*Indicates policy is included in the Critical Policy Reference Manual.

GENDER IDENTITY AND EXPRESSION

The board of education believes that a school culture that supports student achievement, respects the values of all students and fosters understanding of gender identity and expression within the school community is a safe learning environment. New Jersey law and district policy require that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, gender identity or gender expression. Therefore, in keeping with these mandates the board is committed to creating a safe learning environment for all students and to ensuring that every student has equal access to all school programs and activities.

The board believes that fostering this understanding successfully requires cooperation and good communication between the parents/guardians, school administration, school staff and the school community. The chief school administrator shall ensure that students with gender identity or expression concerns and their parents/guardians shall be given the opportunity to discuss these issues and participate in the educational planning and programing for their student. The chief school administrator may consult the experiences and expertise of qualified school staff as well as external resources where appropriate.

To proactively plan for a safe learning environment free of discrimination and harassment, students and parents/guardians of students with gender identity and expression concerns are encouraged to alert the school district and schedule a meeting with the chief school administrator. Upon request, the chief school administrator shall schedule a meeting with the parent/guardian and the student for the purpose of evaluating the needs of the student and planning any accommodations that may be considered to facilitate a respectful and comfortable school program that supports the student's achievement.

Definitions:

A. "Gender identity" is a person's internal, deeply held sense of gender. All people have a gender identity, not just transgender people. For transgender people, the individual's internal gender identity is not the same as the gender assigned at birth.

B. "Transgender" is a term which describes an individual whose gender identity and/or gender expression differs from those typically associated with the sex and gender assigned at birth.

C. "Gender expression" means external manifestations of gender, expressed through a person's name, pronouns, clothing, haircut, behavior, voice, and/or body characteristics. Society identifies these cues as masculine and feminine, although what is considered masculine or feminine changes over time and varies by culture.

D. "Assigned sex at birth (ASAB)" refers to the biological sex designation recorded on a person's birth certificate upon the initial issuance of that certificate, should such a record be provided at birth.

E. "Gender assigned at birth" refers to the gender a child is assigned at birth or assumed to be, based on their biological sex assigned at birth.

F. "Sexual orientation" describes a person's enduring physical, romantic, and/or emotional attraction to another person. Gender identity and sexual orientation are not the same. A transgender person may be straight, lesbian, gay, bisexual, or asexual. For example, a person who transitions from male to female and is attracted solely to men may identify as a straight woman.

G. "Gender non-conforming" describes a person whose gender expression does not conform to the gender expectations of their family or community. Gender nonconformity is not necessarily an indication that a youth is transgender; many non-transgender youth do not conform to stereotypical expectations.

GENDER IDENTITY OR EXPRESSION (continued)

H. "Transition" is the process by which a transgender person recognizes that their authentic gender identity is not the same as the gender assigned at birth, and develops a more affirming gender expression that feels authentic. Some individuals socially transition, for example, through dress, use of names and/or pronouns. Some individuals may undergo a physical transition, which might include hormone treatments and surgery. School district personnel should avoid the phrase "sex change," as it is an inaccurate description of the transition process; the process is more accurately described as "gender-confirming."

I. "LGBTQ" is an acronym for "lesbian, gay, bisexual, transgender, and queer/questioning."

J. "Gender expansive/gender diverse/gender fluid/gender non-binary/agender/gender queer" are terms that convey a wider, more flexible range of gender identity and/or expression than typically associated with the binary gender system. For example, students who identify as gender queer or gender fluid might not identify as boys or girls; for these students, the non-binary gender identity functions as the student's gender identity.

K. "Cisgender" refers to individuals whose gender identity, expression, or behavior conforms with those typically associated with their sex assigned at birth.

Harassment, Intimidation and Bullying

The board shall make every effort to maintain a safe and supportive learning and educational environment that is free from harassment, intimidation, and/or bullying and free from discrimination on account of actual or perceived race, color, national origin, ancestry, age, sex, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership status, nationality, atypical hereditary cellular or blood trait of any individual, genetic information, or refusal to submit to a genetic test or make the results of a genetic test known, disabilities, social or economic status, pregnancy, childbirth, pregnancy-related disabilities, actual or potential parenthood, family status or other distinguishing characteristic.

Complaints alleging discrimination shall be reported to the school affirmative action officer according to board policies (2224, 4111.1/4211.1 and 6121 Nondiscrimination/Affirmative Action).

Any student experiencing or observing harassment, intimidation and bullying is encouraged to report the incident to a member of school staff. Any staff member observing or receiving a report of harassment, intimidation or bullying shall report the incident to the principal the same day the incident is observed or the report received according to board policy 5131.1 Harassment, Intimidation and Bullying. All reported incidents of discrimination, harassment, intimidation, and bullying shall be promptly investigated and resolved according to law and board policy.

During a harassment, intimidation, or bullying investigation the district is obligated to implement procedures, pursuant to law (N.J.A.C. 6A:16-7.7(a)2viii) to report, verbally and in writing, an act of harassment, intimidation, and bullying (HIB) committed by an adult or youth against a student. The anti-bullying specialist shall inform the student of the school's obligation to report the findings of the HIB investigation pursuant to law (N.J.S.A. 18A:37-15(d)) and board policy 5131.1 Harassment, Intimidation and Bullying. In accordance with law and board policy, the parents or guardians of the students who are parties to the investigation are permitted to receive information about the investigation limited to the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether disciplinary action was imposed or services provided to address the incident of harassment, intimidation, or bullying.

The anti-bullying specialist shall take into account the circumstances of the incident when providing notification to parents or guardians of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense, pursuant to law (N.J.A.C. 6A:16-7.7(a)2viii(2)).

Confidentiality and Privacy

School personnel may not disclose information that may reveal a student's transgender or gender non-

GENDER IDENTITY OR EXPRESSION (continued)

conforming status, except as allowed by law. Under the Family Education Rights and Privacy Act (FERPA), only those school employees with a legitimate educational need may have access to a student's records or the information contained within those records. Disclosing confidential student information to other employees, students, parents, or other third parties may violate privacy laws, including but not limited to FERPA. Transgender students have the ability, as do all students, to discuss and express their gender identity and expression openly and decide when, with whom, and how much of their private information to share with others. The school counselor shall work with the student to create an appropriate confidentiality plan regarding the student's transgender or transitioning status.

The board shall not be responsible for the disclosure of information that may reveal a student's transgender or gender non-conforming status made by community members or any other party that are not under the employment or direction of the board. The board directs the counseling staff to address the limitations of confidentiality with the student as it pertains to community members and other parties that are not under the employment or direction of the board.

Due to a specific and compelling need, such as the health and safety of a student or an incident of bias-related crime, a school district may be obligated to disclose a student's status. The school district should inform the student that the school intends to disclose the student's transgender status for the student's protection and well-being. Prior to disclosure, the student should be given the opportunity to personally disclose that information. School districts should make every effort to ensure that any disclosure is made in a way that reduces or eliminates the risk of re-disclosure and protects the transgender student from further harassment. Those measures may include the facilitation of counseling for the student and the student's family to facilitate the family's acceptance and support of the student's transgender status.

School personnel shall keep confidential a current, new, or prospective student's transgender status. When a student uses a chosen name, the student's birth name shall be kept confidential by school and district staff.

Students who do not want their parents/guardians to know about their transgender status shall be addressed on a case-by-case basis. In some cases, notifying parents/guardians carries risks for the student, such as being kicked out of the home. Prior to notification of any parent or guardian regarding the transition process, school staff should work closely with the student to assess the degree to which, if any, the parents/guardians will be involved in the process and must consider the health, well-being, and safety of the transitioning student. The school counselor shall balance the rights of the student needing support and the requirement that parents/guardians be kept informed about their child. In accordance with law, parents/guardians and/or the appropriate local officials shall be informed when there is any suspicion of injury or harm to the student or other students.

Coordination of School Accommodations

In planning appropriate accommodations for a student who is transitioning, the chief school administrator, parents/guardians and the student and other qualified staff or consultants as necessary shall meet to discuss actions that the district and school personnel may take to create safe learning environment, including:

A. Names/Pronouns

School staff shall be directed to address the student by the name and pronoun corresponding to their gender identity that is consistently asserted at school. Students are not required to obtain a court ordered name and/or gender change or to change their pupil personnel records as a prerequisite to being addressed by the name and pronoun that corresponds to their gender identity. To the extent possible and consistent with these guidelines, school personnel shall make efforts to maintain the confidentiality of the student's transgender status.

School documentation such as student IDs shall be issued in the name that reflects a student's gender identity that is consistently asserted at school.

B. Sports and Physical Education

GENDER IDENTITY OR EXPRESSION (continued)

Transgender students shall be provided the same opportunities to participate in physical education as are all other students. Generally, students may be permitted to participate in physical education and sports in accordance with the student's gender identity that is consistently asserted at school. Participation in competitive interscholastic athletic activities will be resolved on a case-by-case basis and according to the standards established by the New Jersey State Interscholastic Athletic Association (NJSIAA).

C. Restroom and Locker Room Accessibility

The district aims to support transgender students while also ensuring the safety and comfort of all students. The chief school administrator together with the parents/guardians, student and other qualified staff or consultants shall evaluate options for the use of restrooms and locker rooms by the transgender students and consider the following factors, including, but not limited to:

1. The transgender student's preference;
2. Protecting student privacy;
3. Maximizing social integration of the transgender student;
4. Minimizing stigmatization of the student;
5. Ensuring equal opportunity to participate;
6. The student's age; and
7. Protecting the safety of the students involved.

Generally students may have access to the restroom or locker room that corresponds to the gender identity or expression that they consistently assert at school and no student shall be forced to accept an accommodation with which he/she disagrees. A transgender or transitioning student who expresses a need or desire for increased privacy may be provided with reasonable alternative arrangements. Reasonable alternative arrangements may include the use of a private area, or a separate changing schedule, or use of a single stall, gender neutral restroom. Any alternative arrangement shall be provided to the extent possible in a way that protects the student's ability to keep his or her transgender status confidential.

A transgender student should not be required to use a locker room or restroom that conflicts with the student's gender identity or expression consistently asserted at school.

D. Gender Segregation in Other Areas

As a general rule, in any other circumstances where students are separated by gender in school activities (i.e. overnight field trips), students may be permitted to participate in accordance with the gender identity or expression consistently asserted at school. Activities that may involve the need for accommodations to address student privacy concerns will be addressed on a case-by-case basis considering the factors set forth above.

E. Dress Code

Students have the right to dress in accordance with their gender identity or expression that is consistently asserted at school, within the constraints of the school policy for student dress (5132 Student Dress). School staff shall not enforce a school's dress code more strictly against transgender and gender nonconforming students than other students.

F. Privacy

The chief school administrator and/or his or her designees are expected to work closely with the student and his or her parents/guardians in formulating an appropriate plan regarding the confidentiality of the student's transgender or transitioning status that works for both the student and the school. Privacy considerations may also vary with the age of the student.

Where the transgender or transitioning student feels more supported and safe when other students are aware that they are transgender or transitioning, school staff shall be given guidance and training

GENDER IDENTITY OR EXPRESSION (continued)

appropriate for facilitating a respectful school climate. School personnel may be directed to work closely with the student, parents/guardians, other family members and other staff members on a plan to inform and educate the student's peers. It may also be appropriate to engage external resources to assist with educational efforts.

Resources for Transgender or Transitioning Students

If a school staff member observes that a gender identity issue is creating challenges for a student at school or if a student indicates an intention to transition, the staff member shall alert the school counselor and encourage the student to meet with the school counselor if appropriate. School staff shall make every effort to support the student and encourage the support and respect of student peers and staff during school.

When a student indicates an intention to transition, the school counselor, as appropriate, shall offer assistance and provide the student, and/or their parents/guardians as appropriate, with information, resources and referral services regarding the issues associated with gender identity and expression and/or formal gender transition. The school counselor shall also provide information regarding gender transition planning at school. The counselor shall coordinate the measures planned and taken at school for supporting the student and creating a sensitive supportive environment at school. These measures may include:

A. Making resources available to parents/guardians who have additional questions or concerns;

B. Developing age-appropriate lessons for students about gender diversity and acceptance: and

C. Staff training regarding vigilance to prevent possible harassment, intimidation and bullying issues that may arise for transgender or transitioning students.

Reports of harassment, intimidation and bullying shall be promptly investigated and resolved according to board policy 5131.1 Harassment, Intimidation and Bullying.

Official Records

When a student has expressed a preference to be called by a name other than their birth name, the permanent student records containing the student's birth name shall be kept in a separate, confidential file. This file shall only be shared with appropriate school staff after consultation with a student. A separate file containing records bearing the student's chosen name may also be kept.

If the student has previously been known at school or in school records by a birth name, the principal shall direct school personnel to use the student's chosen name and not the student's birth name. To ensure consistency among teachers, school administrators, substitute teachers and other staff, every effort shall be made to immediately update student education records (for example, attendance records, transcripts, individualized education programs, etc.) with the student's chosen name and gender pronouns, consistent with the student's gender identity and expression, and not circulate records with the student's birth name, unless directed by the student:

A. The district shall report to the New Jersey Department of Education through NJ SMART a student's name or gender based upon that student's chosen name and corresponding gender identity. Changing the name or gender identity from what was reported in previous years will not affect the reliability of the data reported;

B. If a district changes a student's name or gender identity, it must also maintain locally a separate record reflecting the student's legal name and sex assigned at birth until receipt of documentation of a legal change of name or gender.

The separate record reflecting the student's legal name and sex assigned at birth may be changed to reflect a change in legal name or gender only upon receipt of documentation that such legal name and/or gender have been changed pursuant to applicable law. The following documentation may be provided:

GENDER IDENTITY OR EXPRESSION (continued)

A. A court order or birth certificate demonstrating the student's new name;

B. For a legal change of gender, the student must provide a birth certificate indicating the student's legal gender, or a valid passport indicating the student's legal gender.

Adopted: January 17, 2019
NJSBA Review/Update:
Readopted:

Key Words

Gender Identity, Transgender, Gender Expression, Gender Non-conforming

Legal References:

N.J.S.A.	2C:16-1	Bias intimidation
N.J.S.A.	2C:33-4	Harassment
N.J.S.A.	10:5-1 et seq.	Law Against Discrimination
N.J.S.A.	18A:6-5	Inquiry as to religion and religious tests prohibited
N.J.S.A.	18A:6-6	No sex discrimination
N.J.S.A.	18A:26-1	Citizenship of teachers, etc.
N.J.S.A.	18A:26-1.1	Residence requirements prohibited
N.J.S.A.	18A:29-2	Equality of compensation for male and female teachers
N.J.S.A.	18A:37-14 through -19	Harassment, intimidation, and bullying defined; definitions
N.J.S.A.	18A:36-20	Discrimination; prohibition
N.J.S.A.	18A:36-41	Development, distribution of guidelines concerning transgender students
N.J.A.C.	6A:7-1.1 et seq.	Managing for Equality and Equity in Education
N.J.A.C.	6A:30-1.1 et seq.	Evaluation of the Performance of School Districts
N.J.A.C.	6A:32-12.1	Reporting requirements
N.J.A.C.	6A:32-14.1	Review of mandated programs and services

Executive Order 11246 as amended

29 U.S.C.A. 201 - Equal Pay Act of 1963 as amended

20 U.S.C.A. 1681 - Title IX of the Education Amendments of 1972

42 U.S.C.A. 2000e et seq. - Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972

Comprehensive Equity Plan, New Jersey Department of Education

Doe v. Regional School Unit 26, No. 12-582 (Me. Jan. 30, 2014)

New Jersey Department of Education, Transgender Student Guidance for School Districts, September 2018.
https://nj.gov/education/students/safety/sandp/transgender/Guidance.pdf.

NJSIAA, Constitution, Bylaws, Rules and Regulations, Transgender Policy (pg. 75), http://www.njsiaa.org/resources/njsiaa-handbook

Possible Cross References:

*2224	Nondiscrimination/affirmative action
*4111	Recruitment, selection and hiring
*4111.1	Nondiscrimination/affirmative action
*4131/4131.1	Staff development; inservice education/visitations/conferences
*4211.1	Nondiscrimination/affirmative action

GENDER IDENTITY OR EXPRESSION (continued)

*4231/4231.1	Staff development; inservice education/visitations/conferences
*5131	Conduct/discipline
*5131.1	Harassment, intimidation and bullying
*5145.4	Equal educational opportunity
*6121	Nondiscrimination/affirmative action
*6145	Extracurricular activities

*Indicates policy is included in the Critical Policy Reference Manual.

The following organizations provide support to transgender individuals:

• GLSEN (The Gay, Lesbian, Straight Education Network) model policy. GLSEN is a prominent organization supporting GLBT youth. They have resources about creating safe and supportive environments for students.

• The Trevor Project is the leading national organization focused on crisis and suicide prevention efforts among lesbian, gay, bisexual, transgender and questioning youth.

Resources For Parents, Educators, And Service Providers:

Founded in 1972 with the simple act of a mother publicly supporting her gay son, PFLAG is the nation's largest family and ally organization.

PFLAG Resources

• Welcoming our Trans Families and Friends
Download this free guide (PDF) to get the basics on what being transgender means, how to talk about it, and how to find the resources that can support you.

• Find a PFLAG Chapter,
There are more than 350 chapters of Parents, Families and Friends of Lesbians and Gays (PFLAG) across the U.S. Find one near you right now.

Partner Organizations Resources

• National Center for Transgender Equality
Knowing and using correct language can be very important to transgender and gender non-conforming people, just like everyone else. Here is a handy terminology guide regarding gender identity.

• American Psychological Association
This downloadable pamphlet from the APA answers questions about transgender people, gender identity and gender expression.

Parent and Educator Resources

• Gender Spectrum
Raising children who don't fit neatly into male or female boxes brings a wealth of questions and uncertainties. Here you will find information and support to assist you in your search for answers.

• Trans Youth Equality Foundation
The Trans Youth Equality Foundation is based in Maine, but offers education, advocacy and support for transgender and gender non-conforming children and youth and their families everywhere by sharing information about the unique needs of this community and partnering with families, educators and service providers to help foster a healthy, caring, and safe environment for all transgender children.

• Families in TRANSition: A Resource Guide for Parents of Trans Youth
Families in TRANSition: A Resource Guide for Parents of Trans Youth is the first comprehensive Canadian

publication (created by Central Toronto Youth Services) to address the needs of parents and families supporting their trans children. It summarizes the experiences, strategies, and successes of a working group of community consultants – researchers, counselors, parents, advocates as well as trans youth themselves.

• Matt Kailey, author of My Child is Transgender: 10 Tips for Parents of Adult Trans Children
This gentle and easy-to-use FAQ gives people an accessible set of guidelines that can be used in everyday life.

• Working with Transgender Youth (Lambda Legal & Child Welfare League of America)
Like all young people in care, transgender youth are entitled to bias-free attention to their unique needs and to be safe in their placements and services. This guide, created by Lambda Legal and the Child Welfare League of America, provides child welfare professionals who work with transgender young people with education about transgender issues and tools to help prepare them to work sensitively with these clients.

• Trans Youth Family Allies (TYFA)
TYFA works to empower children and families by partnering with educators, service providers and communities, to develop supportive environments in which gender may be expressed and respected. They envision a society free of suicide and violence in which all children are respected and celebrated.

NONPUBLIC SCHOOL STUDENTS

New Jersey statute and regulations of the State Board of Education require the board of education to provide certain services and supplies to those New Jersey children whose parents/guardians enroll them in nonpublic schools within the confines of the district. Out-of-state students enrolled in nonpublic schools within the district are not included.

Nursing Services

The Woodbridge Township Board of Education shall, within the funding limitations as determined by the state's appropriations and nonpublic school enrollment, provide the mandated nursing services for students enrolled full-time in nonpublic schools located within the district. Specified nursing services include:

A. Assistance with medical examinations including dental screening;

B. Hearing screenings;

C. Maintenance of student health records and notification of local or county health officials of improperly immunized students;

D. Conducting of scoliosis examinations for students between the ages of 10 and 18.

The district shall extend to students enrolled full-time in nonpublic schools in the district who are injured or become ill at school or during participation on a school team or squad the emergency care provided to public school students up to the limit of state aid provided.

No district shall be required to make expenditures for purposes of this act in excess of the amount of state aid received for these purposes.

Federal and State Requirements

To the extent required by law, the superintendent will ensure a genuine opportunity for the equitable participation of students with disabilities who are enrolled in nonpublic schools by their parents. The board will spend an amount of money equal to a proportionate amount of Federal funds available under Part B of the IDEA for the provision of services to students with disabilities who are attending nonpublic schools.

Procedural safeguards available to nonpublic school students with disabilities and their parents as specified by Federal law and rules under Part B of the IDEA will apply.

The board will provide to nonpublic school students the programs and services required by law by itself, through joint agreements with other boards of education, through contracts with educational services commissions, or with clinics and agencies approved under N.J.A.C. 6A:14-5.

Specifications for contracts to provide programs and services will be approved by the county superintendent of schools.

NONPUBLIC SCHOOL STUDENTS (continued)

Identification, evaluation, determination of eligibility, development of individualized education programs and provision of speech and language services, home instruction and supplementary instruction will be provided as required by law.

English as a second language will be provided according to N.J.S.A. 18A:46A-2c.

Compensatory education will be provided according to N.J.S.A. 18A:46A-2e.

All special education programs and services required will be provided with parental consent in accordance with N.J.A.C. 6A14-1.3.

Personnel providing a program or service will meet appropriate certification, and if required, licensing requirements. Personnel will not be employed by the nonpublic school in which the student is enrolled with the exception of personnel providing the types of instruction specified in N.J.A.C. 6A:14-5.1(c)2ii and iii.

Programs and services for nonpublic school students will be provided in facilities approved by the Department of Education through its county superintendent of schools according to N.J.S.A. 18A:46-5 and N.J.S.A. 18A:46-19.5.

Public and nonpublic school students may be grouped for speech correction and the other instructional programs when appropriate.

When the provision of programs and/or services requires transportation or the maintenance of vehicular classrooms, the board will provide the transportation and maintenance as required by law. The cost will be paid from State aid.

The superintendent will ensure the maintenance of all records of nonpublic school students receiving programs and/or services are maintained according to law.

Implementation

The superintendent shall develop rules, regulations and procedures for the efficient and economical delivery of such services and supplies as are mandated by law. Wherever possible, already existing means and procedures for delivering those same supplies and services to the students attending the district's public schools shall be utilized.

Adopted: December 12, 1985; January 27, 2000
NJSBA Review/Update: December 2011
Readopted: August 21, 2014

Key Words

Nonpublic School Students, Health

Legal References:

N.J.S.A. 18A:39-1 et seq.	Transportation of students
N.J.S.A. 18A:40-3.2 et seq.	Medical and Nursing Personnel
N.J.S.A. 18A:40-23 et seq.	Nursing Services for Nonpublic School Students
N.J.S.A. 18A:40A-1 et seq.	Substance Abuse
See particularly: N.J.S.A. 18A:40A-5, -17(c)	
N.J.S.A. 18A:46-19.1 et seq.	Remedial services for handicapped children in nonpublic schools

NONPUBLIC SCHOOL STUDENTS (continued)

N.J.S.A. 18A:46A-1 et seq.	Auxiliary services (nonpublic school students)
N.J.S.A. 18A:58-37.3	Purchase and loan of textbooks
N.J.A.C. 6A:14-1.1 et seq.	Special Education
See particularly:	
N.J.A.C. 6A:14-6.1 et seq.	
N.J.A.C. 6A:16-1.4(a)9	District policies and procedures
N.J.A.C. 6A:16-2.5	Nursing services to nonpublic school students
N.J.A.C. 6A:23A-20.1	Eligibility
N.J.A.C. 6A:23A-20.2	Responsibility of the district board of education
N.J.A.C. 6A:27-2.1 et seq.	Nonpublic School Transportation
N.J.A.C. 6A:30-1.1et seq.	Evaluation of the Performance of School Districts
N.J.A.C. 6A:32-14.1	Review of mandated programs and services

20 U.S.C.A. 1400 et seq. - Individuals with Disabilities Education Act (formerly Education for All Handicapped Children Act) -Part B

No Child Left Behind Act of 2001, Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Hawkins-Stafford Elementary and Secondary School Improvement Amendments of 1988 (P.L. 100-297)

Agostini v. Felton, 521 U.S. 203 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Mitchell v. Helms, No. 98-1648, 2000 U.S. Lexis 4485 (June 28, 2000) 530 U.S. 793 (2000)

Parents for Student Safety, Inc. v. Board of Education of the Morris School District, 1986 S.L.D. (February 5), St. Bd. rev'g 1984 S.L.D. (August 24)

Possible Cross References:

*1330	Use of school facilities
*1600	Relations between other entities and the district
*3541.1	Transportation routes and services
*5131.6	Drugs, alcohol, tobacco (substance abuse)
*5141.1	Accidents
*5141.2	Illness
*5141.3	Health examinations and immunizations
*6145.1/6145.2	Intramural competition; interscholastic competition
*6171.3	At-risk and Title 1
*6171.4	Special education
6174	Summer school

*Indicates policy is included in the Critical Policy Reference Manual.

SUPERINTENDENT'S STUDENT ADVISORY COUNCIL

It is the policy of the Board that the Superintendent be permitted, at his/her discretion, to form a Student Advisory Council.

It shall be the primary function of the Superintendent's Student Advisory Council to provide an opportunity for students to communicate with the Central Administration and have an opportunity to discuss ways and means of improving student/community relations in the school district.

The make-up and operation of the Council shall be in accordance with administrative regulations.

Date adopted: February 14, 1980
Readopted: August 21, 2014

STUDENT FUND RAISING

The Board acknowledges that the solicitation of funds from students must be limited since compulsory attendance laws make the student a captive donor and since such solicitation may disrupt the program of the schools.

The Board recognizes the inherent danger of door-to-door solicitation and prohibits door-to-door solicitation by students in the name of the school or by student-parent organizations associated with the school.

For purposes of this policy, "student fund raising" shall include the solicitation and collection of money by students for any purpose; the collection of money in exchange for tickets, papers, or any other goods or services.

Prior to the raising of funds by students in the name of the school or by a student organization associated with the school, the approval of the building principal and/or the Superintendent of Schools must be obtained.

A. Such approval is needed for the collection of monies in school, on school property, in any part of the township or any other community.

B. All funds so raised must be deposited in the student activities account of the school.

C. The custodian of school funds will be responsible for deposits, withdrawals, and accounting of such funds in accordance with established policies.

Date adopted: June 18, 1973
Dates revised: December 21, 1978, November 20, 1997, April 27, 2006
Readopted: August 21, 2014

GUIDELINES FOR SELECTION OF SCHOOL PHOTOGRAPHERS AND CLASS RING VENDORS

In order to ensure that the best interests of the students are served when decisions are made regarding the selection of vendors or companies to provide school photographs, yearbooks and class rings, the following guidelines are to be followed:

A. A committee consisting of the principal or his/her designee, appropriate advisor, and students where appropriate shall select the vendor or company from which photographs, yearbooks or rings will be purchased.

B. This committee shall justify the selection of vendors or companies with a written statement of reasons for selecting a specific vendor or company and this statement will be kept on file in the principal's office.

C. Any agreement reached with the selected vendor or company shall be committed in writing which clearly delineates the services or product the school/students expect to receive, the specific costs to students and commission to the school, if any. Agreement must be reviewed and approved by the Business Administrator before the agreement is finalized. These agreements shall be submitted to the Board Office with the annual "Financial Report."

D. Each student shall be told how much a packet of photographs, yearbooks or class rings will cost before he/she places an order and shall be informed if the school intends to collect commission from the sales of these items. The amount of such commission will be made known to the students.

E. Commissions from sales of photographs, yearbooks or class rings shall be used exclusively for projects that benefit the students through services for which no provision has been made in the formal school budget.

F. All special funds that benefit from any commission shall be audited annually under the same procedure as the general school funds and shall be included in the annual "Financial Report" which is submitted to the Board Office.

NJSBA Review:
Adopted: April 11, 2019

MANAGEMENT OF LIFE-THREATENING ALLERGIES IN SCHOOLS

The Board of Education recognizes pupils may have allergies to certain foods and other substances and may be at risk for anaphylaxis. Anaphylaxis is a sudden, severe, serious, systemic allergic reaction that can involve various areas of the body (such as the skin, respiratory tract, gastrointestinal tract, and cardiovascular system). Anaphylaxis is a serious allergic reaction that may be rapid in onset and may cause death. Policy #589 has been developed in accordance with the Guidelines for Management of Life-Threatening Food Allergies in Schools developed by the New Jersey Department of Education.

An Individualized Healthcare Plan (IHP) and an Individualized Emergency Healthcare Plan (IEHP) will be developed for each pupil at risk for a life-threatening allergic reaction. Self-administration of medication, the placement and the accessibility of epinephrine, and the recruitment and training of designees who volunteer to administer epinephrine during school and at school-sponsored functions when the school nurse or designee is not available shall be in accordance with N.J.S.A. 18A:40-12 and Board Policy #589 and Regulation #5890. School staff will be appropriately trained by the school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

The school district will develop and implement appropriate strategies and prevention measures for the reduction of risk of exposure to food allergens throughout the school day, during before- and after-school programs, at all school-sponsored activities, in the cafeteria, or wherever food is present.

A description of the roles and responsibilities of parent(s) or legal guardian(s), staff, and pupils to prevent allergic reactions and during allergic reactions are outlined in Regulation #5890.

Every incident involving a life-threatening allergic reaction and/or whenever epinephrine is administered throughout the school day, during before- and after-school programs, and/or at all school-sponsored activities shall be reported to the school nurse or designee. The school nurse or designee shall be responsible to notify emergency responders, the principal or his/her designee, the school physician, and the Superintendent of Schools. In addition, in accordance with the provisions of N.J.S.A. 18A:40-12.5.e.(3), the school nurse or designee shall arrange for the transportation of a pupil to the hospital emergency room by emergency services personnel after the administration of epinephrine, even if the pupil's symptoms appear to have resolved.

There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these foods and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

When a parent(s) or legal guardian(s) informs the principal and the school nurse the pupil may have an anaphylactic reaction to a substance other than food, the principal will work with school staff to determine if these substances are on school grounds. The principal will inform and work with the parent(s) or legal guardian(s) and the pupil to avoid the pupil's exposure to these substances if present on school grounds.

School staff will be appropriately trained by the school nurse to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will provide appropriate training to school staff to understand allergies to food and other substances, to recognize symptoms of an allergic reaction, and to know the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur. The school nurse will work with appropriate school staff to

eliminate or substitute the use of allergens in the allergic pupil's meals, educational/instructional tools and materials, arts and crafts projects, or incentives.

Any private vendor providing food services for schools shall be required to certify in writing that its employees working in the schools have been appropriately trained to understand the school's general emergency procedures and steps to take should a life-threatening allergic reaction occur.

Policy #589 and Regulation #5890 should be annually reviewed, evaluated and updated where needed. Policy #589 and Regulation #5890 will be disseminated and communicated to all parent(s) or legal guardian(s) of pupils in the school in the beginning of each school year and when a pupil enters the school after the beginning of the school year. Information will be on the district Website.

Reference: N.J.S.A. 18A:40-12.3 through 18A:40-12.6

Adopted: January 20, 2011
Readopted: August 21, 2014

WOODBRIDGE BOARD OF EDUCATION
Woodbridge, New Jersey

Policy

FILE CODE: 5320
x Monitored
x Mandated
Other Reasons

SPORTS RELATED CONCUSSION AND HEAD INJURY

A concussion is a traumatic brain injury (TBI) caused by a direct or indirect blow to the head or body.

Requirements

A. A student who participates in interscholastic athletics and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from the competition or practice. The student athlete may not return to play until they obtain medical clearance in compliance with the district return-to-play policy;

B. All coaches, school nurses, school/team physicians and certified athletic trainers must complete an interscholastic head injury training program;

C. The athletic head injury training program must include:

1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second impact syndrome; and
2. Describe the appropriate time to delay the return to sports competition or practice of a student – athlete who has sustained a head injury or other head injury, but if no additional time is specified for a particular age-group or sport, the student-athlete may return when written medical clearance is given the student-athlete stating that he/she is asymptomatic, and the student-athlete has completed an appropriate graduated individualized return-to-play protocol.

D. An athletic head injury training program such as the National Federation of State High Schools Association online "Concussion in Sports" training program or a comparable program that meets mandated criteria shall be completed by all staff or others required by the district policy;

E. Distribution of New Jersey Department of Education, *Concussion and Head Injury Fact Sheet* to every student-athlete who participates in interscholastic sports. The superintendent shall ensure that a signed acknowledgement of the receipt of the fact sheet is completed by the student-athlete's parent/guardian and is kept on file for future reference.

Prevention and Treatment of Sports Related Concussions and Head Injuries

A student-athlete who is suspected of sustaining a sports related concussion or other head injury during competition or practice shall be immediately removed from play and may not return to play that day.

A. Possible signs (could be observed by coaches, athletic trainer, school/team physician, school nurse):

1. Appears dazed, stunned, or disoriented;
2. Forgets plays, or demonstrates short term memory difficulty;
3. Exhibits difficulties with balance or coordination;
4. Answers questions slowly or inaccurately;
5. Loses consciousness.

B. Possible symptoms (reported by the student athlete to coaches, athletic trainer, school/team physician, school nurse, parent/guardian):

1. Headache;
2. Nausea/vomiting;
3. Balance problems or dizziness;
4. Double vision or changes in vision;
5. Sensitivity to light or sound/noise;
6. Feeling sluggish or foggy;
7. Difficulty with concentration and short term memory;
8. Sleep disturbance.

C. To return to competition and practice the student-athlete must follow the protocol:

1. Immediate removal from competition or practice;
2. School personnel (athletic trainer, school nurse, coach, etc.) should make contact with the student-athlete's parent/guardian and inform them of the suspected sports related concussion or head injury;
3. School personnel (athletic trainer, school nurse, coach, etc.) shall provide student-athlete with the approved information/medical checklist to provide their parent/guardian and physician or other licensed healthcare professional;
4. Student-athlete must receive written clearance from their physician that student is asymptomatic and may begin the graduated return-to-play protocol. School personnel (athletic trainer, school nurse, coach, etc. may consult with school/team physician after medical clearance is given from student-athlete's physician).

Graduated Return to Competition and Practice Protocol

A. After written medical clearance is given stating that the student athlete is asymptomatic, the student-athlete may begin a graduated individualized return-to-play protocol:

Step 1: No activity, complete physical and cognitive rest. The objective of this step is recovery.

Step 2: Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate: no resistance training. The objective of this step is increased heart rate.

Step 3: Sport-specific exercise including skating, and/or running; no head impact activities. The objective of this step is to add movement.

Step 4: Non-contact training drills (e.g. passing drills). The student-athlete may initiate progressive resistance training.

Step 5: Following medical clearance (consultation between school personnel and students athletes physician), participation in normal training activities. The objective of this step is to restore confidence and assess functional skills by the coaching staff.

Step 6: Return to play involving normal exertion or game activity.

B. Symptom checklists, baseline testing and balance testing may be utilized.

C. If the student-athlete exhibits a re-emergence of any post concussion signs or symptoms once he or she returns-to-play, they will be removed from exertional activities and returned to their school/team physician or primary care physician.

D. If concussion symptoms reoccur during the graduated return-to-play protocol, the student-athlete will return to the previous level of activity that caused no symptoms.

Temporary Accommodations for Student-Athletes with Sports Related Head Injuries

Consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports related concussions and head injuries. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, testing, texting – even watching movies if a student is sensitive to light – can slow down a student's recovery.

In accordance with the Centers for Disease Control (CDC) toolkit on managing concussions, the board may look to address the cognitive needs of students who return to school after a concussion in the following ways:

A. Take rest breaks as needed.

B. Spend fewer hours at school.

C. Be given more time to take tests or complete assignments.

D. Receive help with schoolwork.

E. Reduce time spent on the computer, reading, and writing.

F. Be granted early dismissal from classes to avoid crowded hallways.

Implementation

A. A training program and policy for the prevention and treatment of sports related concussions and head injuries shall be completed by the school/team physician, coaches, athletic trainer, school nurse, and any other school employee the superintendent deems necessary.

B. The superintendent or his or her designee shall monitor that all assigned staff and/or others complete the interscholastic head injury training program such as the National Federation of State High Schools Association's online, "Concussion in Sports" program, which includes:

    1. The recognition of the symptoms of head and neck injuries, concussions, and injuries related to second-impact syndrome;
    2. The protocol for a return to competition or practice, which may specify an appropriate amount of time to delay the return to sports competition or practice of a student-athlete who has sustained a concussion or other head injury.

C. The NJDOE educational fact sheet shall be distributed annually to the parents or guardians of student-athletes. A signed acknowledgement of the receipt of the fact sheet shall be obtained from the student-athlete and his parent or guardian and retained by the school.

D. Any student who participates in an interscholastic sports program and is suspected of sustaining a concussion or other head injury in competition or practice shall be immediately removed from the sports competition or practice. A student-athlete who is removed from competition or practice shall not participate in further sports activity until he/she is evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions, and receives written clearance from a physician trained in the evaluation and management of concussions to return to competition or practice.

Adopted: August 21, 2014

Key Words

Concussion, Head Injury, Sports, Athletics.

Legal References:		
	N.J.S.A. 18A:16-6, -6.1	Indemnity of officers and employees against civil actions
	N.J.S.A. 18A:35-4.6 et seq.	Parents Right to Conscience Act of 1979
	N.J.S.A. 18A:40-1	Employment of medical inspectors, optometrists and nurses; salaries; terms; rules
	N.J.S.A. 18A:40-3	Lectures to teachers
	N.J.S.A. 18A:40-5	Method of examination; notice to parent or guardian
	N.J.S.A. 18A:40-6	In general
	N.J.S.A. 18A:40-7, -8, -10, -11	Exclusion of students who are ill
	N.J.S.A. 18A:40-23 et seq.	Nursing Services for Nonpublic School Students
	N.J.S.A. 18A:40-41.4	Removal of student athlete from competition, practice; return
	N.J.A.C. 6A:16-1.1et seq. See particularly: N.J.A.C. 6A:16-1.1, -1.3, -1.4, -2.1, -2.3, -2.4	Programs to Support Student Development
	N.J.A.C. 6A:26-12.1 et seq. See particularly: N.J.A.C. 6A:26-12.3	Operation and Maintenance of School Facilities
	Plainfield Board of Education v. Cooperman, 105 NJ 587 (1987)	

Possible Cross References:		
	*1410	Local units
	1420	County and intermediate units
	*3510	Operation and maintenance of plant
	*3516	Safety
	*4131/4131.1	Staff development; inservice education/visitations/ conferences
	4151.2/4251.2	Family illness/quarantine
	*5125	Student records
	*5141	Health
	*5141.1	Accidents
	*5141.2	Illness
	*5141.3	Health examinations and immunizations
	*5141.21	Administering medication
	*5142	Student safety
	*5200	Nonpublic school students
	*6142.4	Physical education and health

*Indicates policy is included in the Critical Policy Reference Manual.

Date Adopted: 6/27/13

WOODBRIDGE BOARD OF EDUCATION
Woodbridge, New Jersey

Policy

FILE CODE: 5320
x Monitored
x Mandated
Other Reasons

PRACTICE AND PRE-SEASON HEAT ACCLIMATION FOR INTERSCHOLASTIC ATHLETICS

The Board of Education adopts this policy as a measure to protect the safety, health and welfare of pupils participating in school-sponsored interscholastic athletic programs. The Board believes practice and pre-season heat-acclimation guidelines for student-athletes will minimize injury and enhance the student-athlete's health, performance, and well-being.

For the purposes of this policy, "practice time" means the time a player engages in physical activity. Warm-up, stretching, conditioning, weight training, and cool-down periods shall be calculated in practice time.

For the purposes of this policy "walk-through" means practice time where no protective equipment or strenuous activity is permitted and only balls and field markers (cones) may be used.

The first five days of the Board approved pre-season practice shall consist of no more than three hours of practice time. This three-hour practice time during the first five days may be divided into multiple sessions, but total practice time shall not exceed three hours. Full protective gear required for any athletic program may only be worn by student-athletes on the third day of practice and thereafter. Activities during the first two days of practice will be limited to those activities where full protective gear is not needed or required. Protective headgear and mouth protection may be worn on the first two days. Full equipment shall not be worn for any practice that is held before the NJSIAA official start of practice date.

A student-athlete shall not be permitted to participate in a scrimmage for any sport until he/she has completed six complete days of practice.

An athletic team may not practice for more than six consecutive days and one twenty-four hour rest period must be included within a seven-day period. After the fifth day of practice, the maximum allotted time per day for practice shall not exceed five hours. The five-hour practice time may be divided into multiple sessions but total practice time in any day shall not exceed five hours. A five-hour practice day may not be followed by a practice day greater than three hours. Therefore, practice days may follow a 3-5-3-5 format. A minimum of a three-hour recovery period shall be provided after any session of greater than two hours in length and a three-hour recovery period should be provided before a walk-through.

The Chief School Administrator may reduce the practice times in this policy in the event the weather and/or temperature warrants such action. This policy shall be approved by the school district's physician prior to the Board of Education approval.

Reference: NJSIAA Pre-Season Heat-Acclimation Guidelines

Date Adopted: June 27, 2013
Readopted: August 21, 2014