

**North Hunterdon-Voorhees Regional High School District**  
Annandale, NJ  
June 19, 2018  
First Reading Board Policies

The following policies are presented for the first reading – (P) denotes policy, (M) denotes mandatory:

First Reading of Policies:

|          |   |
|----------|---|
| P 1550   | Equal Employment/Anti-Discrimination Practices (M) (Revised)                                    |
| P 2200   | Curriculum Content (M)  |
| P 2431   | Athletic Competition (M) (Revised)  |
| P 2431.8 | Varsity Letters for Interscholastic Extracurricular Activities (M) (New)                        |
| P 2624   | Grading System  |
| P 5350   | Student Suicide Prevention (M) (Revised)  |
| P 5533   | Student Smoking (M) (Revised)   |
| P 5535   | Passive Breath Alcohol Sensor Device (Revised)  |
| P 5561   | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised) |
| P 8462   | Reporting Potentially Missing or Abused Children (M) (Revised)                                  |

**1550 AFFIRMATIVE ACTION PROGRAM FOR EMPLOYMENT AND CONTRACT PRACTICES EQUAL EMPLOYMENT / ANTI-DISCRIMINATION PRACTICES (M)**

The Board of Education shall, in accordance with State statutes and administrative code and Federal law and regulations, strive to overcome the effects of any previous patterns of discrimination in school district employment practices and shall systematically monitor school district procedures to ensure continuing compliance with anti-discrimination laws and regulations.

The Board will ensure all persons regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status shall have equal and bias-free access to all categories of employment in the public educational system of New Jersey, pursuant to N.J.A.C. 6A:7-1.1.

The Board will not enter into any contract with a person, agency, or organization that discriminates on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, either in employment practices or in the provision of benefits or services to students or employees. In addition, the Board will encourage minority businesses, women's business enterprises, and labor surplus area firms to submit bids to be considered for the awarding of contracts.

The Board shall not assign, transfer, promote or retain staff, or fail to assign, transfer, promote or retain staff, on the sole basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status.

The Board shall ensure equal pay for equal work among members of the school district's staff, regardless of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, gender identity or expression, religion, disability, or socioeconomic status, pursuant to N.J.A.C. 6A:7-1.1.

N.J.A.C. 6A:7-1.1 et seq.; 6A:7-1.8

Adopted: February 8, 2011

Revised: September 20, 2016

## 2200 CURRICULUM CONTENT (M)

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220.

~~The educational program of the North Hunterdon-Voorhees Regional High School District consists of those experiences which are provided for the development of the students as they progress through school. It includes in its curriculum, subject offerings and activities, such as athletics, clubs, student publications, class activities, dramatics, musical productions, school sponsored social events and more.~~

~~The North Hunterdon-Voorhees Regional High School District Board of Education believes that the entire program and the many activities associated with it must reflect the philosophy and goals outlined in the previous section of this Manual.~~

~~The Board believes that it should not restrict its obligations to the community and its citizens to the school day and calendar; nor should the Board restrict its concern to the education of students of secondary age. To this end, this Board supports adult education, summer programming for students of all ages, community cultural and recreational activities, and the like. In pursuit of this concern, as with other facets of the school program, the Board may at times elect to work with individuals or other organizations to this end. Further policies covering such activities are included in other sections of this Manual.~~

For purposes of this policy "curriculum" means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and approved annually by the Board. In accordance with law, the curriculum shall, as a minimum, include the curricular mandates of N.J.S.A. 18A - Education and N.J.A.C. 6 and 6A - Education and all of the New Jersey Core Curriculum Standards, Cumulative Progress Indicators, and the courses required by Policy 5460 and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The Board directs that the curriculum be consistent with the educational goals and objectives of this district, the New Jersey Core Curriculum Content Standards and responsive to identified pupil-student needs. The Superintendent shall, in consultation with teaching staff members, assure the effective articulation of curriculum across all grade levels and among the constituent school districts sending to of the North Hunterdon-Voorhees Regional High School District.

The curriculum shall provide programs in accordance with Board policies and the New Jersey Core Curriculum Content Standards, including but not limited to:

1. Preparation of all students for employment or post secondary study upon graduation from high school;
2. Instruction in workplace readiness skills, visual and performing arts, comprehensive health and physical education, language arts literacy, mathematics, science, social studies (including instruction on the Constitution of the United States, United States history, Community Civics, and the geography, history and civics of New Jersey), and World Languages;
3. Continuous access to sufficient programs and services of a library/media facility, classroom collection, or both, to support the educational program of all ~~pupils~~ students in accordance with Policy 2530;
4. Guidance and counseling to assist in career and academic planning for all students, in accordance with Policy 2411;
5. A continuum of educational programs and services for all children with disabilities, in accordance with Policy and Regulation 2460;
6. Bilingual education, English as a second language, and English language services for students of limited English language proficiency, when the number of such students so necessitates, in accordance with Policy 2423;
7. Programs and services for students at risk who require remedial assistance in accordance with Policies 2414, 2415 and 5460;
8. Equal educational opportunity for all students in accordance with Policies 2260, 5750 and 5755;
9. Career awareness and exploration as required, and vocational education as appropriate;
10. Educational opportunities for students with exceptional abilities, in accordance with Policy 2464; and
11. Instruction in accident and fire prevention;
12. A substance abuse prevention program;
13. A program for family life education, and;
14. Programs that encourage the active involvement of representatives from the community, business, industry, labor, and higher education in the development of educational programs aligned with the standards.

#### Content of Curriculum and Program Recommendation

The Superintendent should submit in writing both a recommendation and rationale for any changes in courses or programs. The Board may accept a proposal for changes any time during the year. Any changes to be implemented in the coming year must have Board approval by October of the year preceding the implementation. This proposal shall include a thorough discussion of the following items:

- a detailed description of specific objectives and content of each course or program
- clearly identified evaluation criteria
- initial and on-going costs of these courses or programs—funding options available
- training requirements for the implementation of the course or program—a twelve month evaluation plan
- an analysis of the effect that the proposed changes will have on elementary curricula and timeline of how and when the sending districts were made aware of the proposed changes.

~~This twelve-month follow-up evaluation will be used to measure the viability of the newly developed course or program or change.~~

#### Approval of Curricula and Programs

~~The Superintendent shall establish procedures and a schedule for an ongoing, five-year plan to review, update and/or develop all courses and programs. The intent of this five-year plan is to ensure a process for the major overhaul of curricula and programs. This annual report process shall be completed by February of each year to accommodate the budgeting process. The report shall discuss, at a minimum, the following information:~~

- ~~• priority-ranked, five-year course and program review plan rationale and priority ranking for all recommendations made to review, revise, or develop courses and programs~~
- ~~• documentation discussing whether or not each program and course under study contributes to the positive implementation of the Board's goals.~~

#### Authorization of Curriculum Guides

~~The Superintendent shall obtain the Board's approval of the proposed Curriculum guide by November 30 of each year. This process is intended to allow for the "fine-tuning" of the curriculum and to provide final approval of the offerings in the Curriculum Guide.~~

N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 *et seq.*;

N.J.A.C. 6A:8-1.1 *et seq.*; 6A:14 *et seq.*

New Jersey Core Curriculum Content Standards

Adopted: 1 May 2001

Revised: September 20, 2016

## 2431 ATHLETIC COMPETITION - M

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. ~~Programs of athletic competition, both intra-scholastic and interscholastic, offer students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone, and an opportunity for career and educational development.~~

For the purposes of this Policy, programs of athletic competition includes all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, and/or intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

### Eligibility Standards

A student who wishes to participate in a program of athletic competition must submit, on a form provided by the district, the signed consent of his or her parent. The consent of the parent of a student who wishes to participate in a program of athletic competition will include an acknowledgment of the physical hazards that may be encountered in the activity.

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

1. To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and regulations of the NJSIAA.
2. Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.
3. A student in any grade must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition.
4. A student in any grade who fails to observe school rules for student conduct may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition.

### Eligibility Requirements

North Hunterdon-Voorhees Regional High School District is a member of the New Jersey State Interscholastic Athletic Association, the Skyland Conference and the Hunterdon/Warren/Sussex Athletic Association. NJSIAA requirements state: An athlete becomes ineligible for high school athletics if he/she attains the age of nineteen prior to September 1. However, any athlete attaining age 19 on or after September 1 shall be eligible for the ensuing year.

As an incoming student from grammar school (8th Grade), there are no credit requirements for the fall or winter season however; to be eligible for the second semester (spring season), a student must be passing 15 credits at the conclusion of the first semester.

#### Academic Eligibility Requirements

Extra curricular student activities exist to provide educational experiences not otherwise provided for in academic courses. Students are expected to maintain good academic standing to be eligible to participate in extra curricular programs.

A student is ineligible to compete if he/she is failing two or more courses at the midpoint of a marking period. This student will become eligible when he/she is no longer failing two or more courses in that marking period.

A student is ineligible to compete if he/she receives two or more failing marking period grades. This student will become eligible if he/she is no longer failing two or more courses at the midpoint of the following marking period.

In addition to the district requirement the N.J.S.I.A.A. Eligibility Requirements will be followed when they exceed district requirements. A student participating in athletics will have completed a minimum of fifteen credits in the prior semester or thirty credits in the prior school year.

Notice of these eligibility requirements shall be given to students.

#### Required Examinations - Interscholastic or Intramural Team or Squad

Students enrolled in grades nine to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season with examinations being conducted at the medical home of the student. The "medical home" is defined as a health care provider and that provider's practice site chosen by the student's parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide this medical examination. The medical examination required prior to participation shall be in accordance with the requirements as outlined in N.J.A.C. 6A:16-2.2(h)1 and Regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student's parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

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

#### Emergency Procedures

Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed by the Superintendent not less than once in each school year and shall be disseminated to appropriate staff members.

#### Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts as Board policy the Constitution, Bylaws, Rules and Regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules on a regular basis to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events and practices and shall may inform the Board of changes in that schedule.

The Superintendent shall prepare rules for the conduct of pupils participating in interscholastic athletics that will conform to rules of the State Board of Education, the New Jersey State Interscholastic Athletic Association, the Skyland League and the Hunterdon/Warren Athletic Association.



### Adding a New Sport

1. An application form can be obtained from the Athletic Director in each building. The form is to be returned to the Athletic Director who will send a copy to the Building Principal and the Superintendent.
2. Approval criteria:
  - a. The sport must be sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA).
  - b. There must be sanctioned interscholastic competition at the conference, regional and state levels.
  - c. It must be possible to secure qualified, competent coaches following all Board of Education and NJSIAA rules and regulations.
  - d. The sport must follow the same guidelines, philosophies and expectations of other sports to ensure that appropriate Title IX guidelines are followed.
  - e. Adequate funding by the Board of Education must be available so that the sport can be appropriately supported.
  - f. Any new sport will begin the subsequent school year pending budget approval.
  - g. Any new sport must fit into the Skyland Conference scheduling matrix. If it cannot, the new sport may need to start at the beginning of the next Skyland Conference scheduling matrix.
  - h. Depending upon the nature of the sport its participation may be introduced at the Sub-Varsity level.

### Evaluative Criteria

There must be evidence of a strong continuing interest by students in the sport. Generally, interest should be demonstrated by three years of continuous participation by adequate numbers of students in the sport.

An interest survey to ensure equitable opportunities following the New Jersey State Department of Education Comprehensive Equity Plan Standards must be completed every three years by the schools Affirmative Action Committee.

### N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10

N.J.A.C. 6A:7-1.7(d); 6A:16-1.34; 6A:16-2.1 et seq

N.J.A.C. 6:4-1.5; 6:29-1.3; 6:29-3.1 et seq.; 6:29-3.4

Adopted: March 21, 2013

Revised: May 10, 2016, February 20, 2018,

**2431.8 VARSITY LETTERS FOR INTERSCHOLASTIC EXTRACURRICULAR  
ACTIVITIES (M)**

In accordance with the provisions of N.J.S.A. 18A:42-7, a school district that includes any of the grades nine through twelve shall adopt a policy to provide a student enrolled in those grades who participates in any school-sponsored, interscholastic extracurricular activity that includes competitions in which the student competes against students enrolled in schools outside of the school district may be eligible to earn a varsity letter awarded by the school district.

The Board of Education, upon the recommendation of the Superintendent of Schools, shall approve the school-sponsored, interscholastic extracurricular activities that include competitions in which students compete against other students enrolled in schools outside of the school district. The criteria for a student to earn a varsity letter in the school-sponsored, interscholastic extracurricular activity shall be approved by the Superintendent or designee.

Nothing in N.J.S.A. 18A:42-7 or this Policy shall be construed to require the school district to award varsity letters or to establish any school-sponsored, interscholastic extracurricular activity.

N.J.S.A. 18A:42-7

Adopted:

## 2624 GRADING SYSTEM

The Board of Education recognizes that a system of measuring, recording, and reporting the achievements of individual students is important to the continuing process of learning. The Board, therefore, directs that the instructional program of this school district include a system of grading ~~in grades nine through twelve consistent with the educational goals of the district.~~ Grades will that measures the progress of students against course objectives toward and the New Jersey State Core Curriculum Content Standards and the educational goals of this district.

Students shall be informed at the outset of any course of study of the behaviors and achievements that are expected of them and shall be kept informed of their progress during the course of study. As a rule, grading should reward students for positive efforts and minimize failure, and students should be encouraged to evaluate their own achievements.

The Superintendent shall develop and continually review in consultation with teaching staff members, parent(s) or legal guardian(s), and students, a grading program appropriate to the course of study and maturity of students. The final decision on any contested grade will be the responsibility of the Principal. A student classified as disabled will be graded in accordance with his or her individualized educational program (IEP) or the Section 504 Plan..

### Introduction—

The Board of Education believes that each report card grade issued by a teacher must represent a student's level of proficiency and growth in the subject. The grades may also reflect a student's work habits and his/her ability to meet a deadline and to work both cooperatively and independently. Performance on class work, daily homework and outside assignments are measures of these competencies.——

### Grading Symbols——

These grading symbols are to be used on report cards. (Note: Integral equivalents are only an aid in computing final grades and GPA's.) ——

| Letter | Percent      | Comment      |
|--------|--------------|--------------|
| A      | 93 and above | EXCELLENT    |
| A-     | 90-92        | -            |
| B+     | 87-89        | -            |
| B      | 83-86        | VERY GOOD    |
| B-     | 80-82        | -            |
| C+     | 77-79        | -            |
| C      | 73-76        | SATISFACTORY |

|    |              |                   |
|----|--------------|-------------------|
| C- | 70-72        | -                 |
| D+ | 67-69        | NEEDS IMPROVEMENT |
| D  | 64-66        | -                 |
| F  | 63 and below | FAILING           |

The above information should be shown in the legend on the report card effective Fall term, 2004—2005 school year. —

### **III. RECORDING OF MARKING PERIOD GRADES: —**

Each marking period grade shall be recorded in the teacher's grade book and report card as A, A-, B+, B, B-, C+, C, C-, D+, D, or F. A marking period numerical average will not appear on the report card. Marking period grades, final course grades and grade point average will be calculated as specified in Regulation 2624. —

### **IV. EXAMINATIONS —**

End of course examinations will be given in each course during the specifically scheduled examination period. Final examinations will be presented as separate letter grades on student report cards. —

### **V. CHANGING OF STUDENT GRADES: —**

- A. Challenges to Marking Period Grades—Requests for reevaluation of a marking period grade must be made within the marking period subsequent to the one in which the grade was issued. —
- B. Changing a Final Grade—Changing of final course grades for any reason other than a clerical error, must be approved by the Assistant Principal. The Assistant Principal, Principal and Assistant Superintendent must approve changes that occur after September 1 of the next year. —

### **VI. WITHDRAWAL FROM A COURSE:**

A grade of "Withdrawal" will be given to each student who withdraws from a course of study after the fifth week of classes.

- A. A grade of "withdrawal-passing" (WP) will be given to each student who withdrew after having demonstrated satisfactory achievement and attendance in the course.
- B. A grade of "withdrawal-failing" (WF) will be given to each student who withdrew after having demonstrated unsatisfactory achievement and/or poor attendance in the course or who was removed from the course by administrative action.
- C. Grades of WP and WF will not impact the calculation of the student's grade point average.

### **VII. LOSS OF CREDIT —**

~~Loss of credit due to poor attendance will not affect the final grade for the course. Students will receive the grade they earned for the course, but no credit will be awarded. Loss of credit will affect GPA calculations and may effect district credit requirements for graduation. Credit may be restored through the District Credit Restoration Program.~~

~~VIII. REVIEW:~~

~~The Superintendent is directed to establish procedures for yearly review of this policy.~~

Adopted: October 18, 2011

Revised: February 20, 2018

### **5350 STUDENT SUICIDE PREVENTION - M**

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

The Board directs all school ~~district staff members~~personnel to be alert to ~~the~~a student who exhibits ~~behavioral~~warning signs of potential self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member ~~shall~~should be taken with the utmost seriousness and reported immediately to the ~~building p~~Principal or available administrator~~designee~~, who shall notify the student's parent and other professional staff members in accordance with administrative regulations.

~~A potentially suicidal~~The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will ~~shall~~ be referred to the Student Assistance Counselor, ~~or Guidance Counselor~~, Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain ~~for appropriate evaluation and/or recommendation for independent~~ medical or psychiatric services for the student. The staff member should not leave the student alone at any time, but should arrange for the student to be escorted to the Guidance Department, if it is not possible to arrange to escort the student to Guidance personally. In the event that the parent objects to the ~~recommendation~~recommended evaluation or indicates an unwillingness to cooperate in the best interests of the student, the ~~administrator may~~Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request ~~that agency's~~intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A;24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from

any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purposes.

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

The Superintendent shall prepare and disseminate guidelines to assist school district regulations ~~for the guidance of staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat in responding to threatened or attempted suicide, and to prevent~~in preventing contagion when a student commits suicide.

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

N.J.S.A. 30:9A-23; 30:9A-24

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

Adopted: October 18, 2011

Revised: September 20, 2016



### 5533 PUPILSTUDENT SMOKING (M)

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by the young people may have lifelong harmful consequences.

For the purpose of this Policy, "*smoking*" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, ~~including the use of smokeless tobacco and snuff~~, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-57. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, "*electronic smoking device*" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, ~~or pipe, or any cartridge or other~~ component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purpose of this Policy, "*school buildings*" and "*school grounds*" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and any other central facilities including, but not limited to, kitchens and maintenance shops. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking by pupilstudents at any time in school buildings orand on any school grounds, at school-sponsored events ~~sponsored by the Board~~ away from school, orand on a school bus ~~any transportation vehicle supplied by the Board.~~

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

### **Prohibited Items and Controlled Dangerous Substances**

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530-Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance or a controlled dangerous analog pursuant to N.J.S.A. 2C:35-2, the Principal or designee will immediately notify the parent and the Superintendent or designee. The Principal or designee will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530-Substance Abuse. Principals and designees will be trained to identify controlled dangerous substances in electronic smoking devices.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine.

~~Pupil~~Students who violate the provisions of this Policy shall be subject to appropriate disciplinary measures in accordance with the district's ~~Pupil~~Student Discipline/Code of Conduct and may be subject to fines in accordance with law.

In the event a ~~pupil~~student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A ~~pupil~~student found to have violated this Policy and the law may be required to participate in additional educational programs to help the ~~pupil~~student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage ~~pupil~~students from developing the habit of smoking.

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A-1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.34.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted: August 20, 2013

## **5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE**

The Board of Education recognizes that a pupilstudent's abuse of harmful substances seriously impedes the ~~a pupilstudent's~~ education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substances abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all pupilstudents and the school community from the harm of alcohol use, the Board of Education authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the pupilstudent's active participation. A PBASD may be used in certain circumstances as defined in this policy and as determined by the Building Principal or designee or the staff member(s) in charge of a school-related or school-sponsored event or activity. The purpose for using a PBASD is to protect pupilstudents who may be under the influence of alcohol, other pupilstudents, staff, and community members attending such events and to deter the use of alcohol by pupilstudents.

The Board authorizes random PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Principal or designee has reason to believe the use of alcohol by students may be present. When it is determined a PBASD will be used, ~~every pupil or pupil participating in such event may be screened or the Building Principal or designee may determine to have pupils screened on a random basis.~~ a random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened. For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event.

Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the entry of a student into an activity/event that does not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy.

If the PBASD screening indicates the presence of alcohol on a pupilstudent, ~~a second additional PBASD screenings will be conducted. If the second additional PBASD screenings indicates confirm~~ the presence of alcohol on a pupilstudent, the matter shall be reported to the Building Principal or designee and the certified or non-certified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.

A PBASD will only be used in accordance with the guidelines of the Policy. The Building Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

|        N.J.S.A. 18A:40A-12  
         N.J.A.C. 6A: 16-4.1 *et seq.*

Adopted: October 16, 2012

## 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES - M

The Board of Education strives to provide a safe, caring atmosphere that supports all learners students in the least restrictive environment. On occasion, during an emergency, a situation may arise making it necessary to temporarily restrain or seclude a pupil/student with a disability in accordance with N.J.S.A. 18A:46-13.4 through 13.7. An emergency is defined as a situation in which the pupil's behavior poses a threat of imminent, serious physical harm to the pupil or others or imminent, serious property destruction.

In accordance with N.J.S.A. 18A:6-1, no person employed or engaged in school or educational instruction, whether public or private, shall inflict or cause to be inflicted corporal punishment upon a pupil attending such school or institution. However, any such person may, within the scope of his/her employment, use and apply such amounts of force as is reasonable and necessary: to quell a disturbance, threatening physical injury to others; to obtain possession of weapons or other dangerous objects upon the person or within the control of a pupil, for the purpose of self defense; and for the protection of persons or property. Any such acts, as above, shall not be construed to constitute corporal punishment within the meaning and intent of N.J.S.A. 18A:6-1.

"Physical restraint" means holding a pupil or otherwise restricting his/her movements. Physical restraint shall include the use of specific, planned techniques and shall only be used with reasonable limitations by school staff members who shall receive training in the use of physical restraint. Classroom and security interventions should be implemented, when possible, prior to the use of any physical restraint. The use of physical restraint shall be limited to only those circumstances and situations where other interventions are not possible or have been unsuccessful.

A pupil shall be released from physical restraint immediately upon a determination by the school staff member administering the restraint that the pupil is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction. The Principal or designee will notify the parent/legal guardian in the event an emergency existed and physical restraint was used on their child. The pupil shall be examined by the school nurse after any physical restraint.

A school district, an educational services commission, or an approved private school for students with disabilities (APSSD) that utilizes physical restraint on students with disabilities shall ensure that:

1. Physical restraint is used only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. A student is not restrained in the prone position, unless the student's primary care physician authorizes, in writing, the use of this restraint technique;
3. Staff members who are involved in the restraint of a student receive training in safe techniques for physical restraint from an entity determined by the Board of

Education to be qualified to provide such training, and that the training is updated at least annually;

4. The parent of a student is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. A full written report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident;
5. Each incident in which physical restraint is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561– Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
6. Each incident in which physical restraint is used is documented in writing in sufficient detail to enable staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of physical restraints through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

A school district, an educational services commission, or an APSSD that utilizes seclusion techniques on students with disabilities shall ensure that:

1. A seclusion technique is used on a student with disabilities only in an emergency in which the student is exhibiting behavior that places the student or others in immediate physical danger;
2. Each incident in which a seclusion technique is used is carefully and continuously visually monitored to ensure it was used in accordance with established procedures set forth in Policy and Regulation 5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities, developed in conjunction with the entity that trains staff in safe techniques for physical restraint, in order to protect the safety of the child and others; and
3. Each incident in which a seclusion technique is used is documented in writing in sufficient detail to enable the staff to use this information to develop or improve the behavior intervention plan at the next individualized education plan meeting.

A school district, an educational services commission, and an APSSD shall attempt to minimize the use of seclusion techniques through inclusion of positive behavior supports in the student's behavior intervention plans developed by the individualized education plan team.

The New Jersey Department of Education shall establish guidelines for school districts, educational services commissions, and APSSDs to ensure a review process is in place to examine the use of physical restraints or seclusion techniques in emergency situations, and for the repeated use of these methods for an individual child, within the same classroom, or by a single individual. The review process shall include educational, clinical, and administrative personnel. Pursuant to the review process the student's individualized education plan team may, as deemed appropriate, determine to revise the behavior intervention plan or classroom supports, and a school district, educational services commission, or APSSD may determine to revise a staff member's professional development plan pursuant to N.J.S.A. 18A:46-13.7.

N.J.S.A. ~~18A:6-1~~18A:46-13.4; 18A:46-13.5; 18A:46-13.6; 18A:46-13.7

Adopted: June 24, 2011

Revised:



## **8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN (M)**

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns to provide for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, and N.J.S.A. 9:6-8.10.

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

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 official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities shall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates the Director of Special Services as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant

to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Understanding, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing-, abused-, or neglected-child situation pursuant to N.J.S.A. 9:6-8.13.

~~Any employee, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall report the information to the Department of Human Services, Division of Mental Health and Addiction Services, in a form and manner prescribed by the Division of Mental Health and Addiction Services pursuant to N.J.S.A. 30:9A-24.a.~~

N.J.S.A. 18A:36-24; 18A:36-25 et seq.  
N.J.A.C. 6A:16-11.1

Adopted: February 19, 2008  
Revised: May 10, 2016