

North Hunterdon-Voorhees Regional High School District
Annandale, NJ
June 19, 2018

The following regulations are presented for the first and only reading – (R) denotes regulation, (M) denotes mandatory:

First and Only Reading of Mandatory Regulations:

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| Reg 1550 | Equal Employment/Anti-Discrimination Practices (M) (Revised) |
| Reg 2431.2 | Medical Examination Prior to Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M) (Revised) |
| Reg 5350 | Student Suicide Prevention (M) (Revised) |
| Reg 5561 | Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised) |
| Reg 2200.1 | Placement of Students into Freshman Geometry Program (Abolish) |

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

A. Purpose and Application

1. The purpose of this procedure is to give any school district employee or candidate for school district employment the opportunity to appeal an alleged violation of the school district's Affirmative Action Program for employment and contract practices, as set forth in Policy No. 1550 or in a plan formally adopted by the Board of Education and approved by the Commissioner.
2. No qualified handicapped person, shall, on the basis of handicap, be subjected to discrimination in employment and the Board will take positive steps to employ and advance in employment qualified handicapped persons in programs and activities.
3. This procedure is intended to facilitate an equitable and just resolution of a dispute at the most immediate level and should be implemented in an informal manner.
4. Every reasonable effort will be made to expedite the process in the interest of a prompt resolution. Time limits may, however, be extended with the consent of all parties.
5. All participants in the procedure will respect the confidentiality that this school district accords to information about individual staff members.

B. Definitions

1. "Board of Education" means the Board of Education of the North Hunterdon-Voorhees Regional High School District.
2. "Complaint" means an alleged violation of the school district's Affirmative Action Plan or Policy.
3. "Complainant" means a staff member who alleges a violation of the school district's Affirmative Action Plan or Policy No. 1550.
4. "Day" means a business day ~~working~~ or calendar day as identified.
5. "School district" or "district" means the North Hunterdon-Voorhees Regional High School District.
6. "Violation" means the failure of a school district official or employee to take the positive steps outlined in Policy No. 1550 or the duly approved Affirmative Action Plan to remove impermissible bias or preference from all aspects of school district employment or contract practices and/or to correct the results of past discrimination.

C. Procedure

1. A complainant who believes that he/she has been harmed or adversely affected by a failure to enforce the school district's Affirmative Action Plan for employment and contract practices shall discuss the matter with his/her immediate supervisor in an attempt to resolve the matter informally.
 - a. In the event the Complainant believes their immediate supervisor may be conflicted or if the immediate supervisor is not available, the Complainant may proceed directly to the school district's Affirmative Action Officer as outlined in C.2. below.
 - a.b. In the event the Complainant believes the school district's Affirmative Action Officer may be conflicted, the Complainant may submit a written complaint to the

Superintendent of Schools who will designate a supervisor or administrative staff member to conduct the investigation in accordance with the procedures outlined in this Regulation. The Superintendent will ensure the supervisor or administrative staff member is provided affirmative action training in accordance with State mandates and guidelines.

2. If the matter is not resolved to the satisfaction of the eComplainant within thirty working ten business days, the eComplainant may submit a written complaint to the Affirmative Action Officer. The complaint will include:
 - a. The eComplainant's name and address;
 - b. The specific failure to act that the eComplainant complains of;
 - c. The school officer or employee, if any, responsible for the alleged violation of the Affirmative Action Plan;
 - d. The results of discussions conducted in accordance with paragraph C.1.5.2 and
 - e. The reasons why those results are not satisfactory.
3. The Affirmative Action Officer will investigate the matter informally and will respond to the complaint in writing no later than seven workingbusiness days after receipt of the written complaint. A copy of the complaint and the response will be forwarded to the Superintendent.
4. The response of the Affirmative Action Officer may be appealed to the Superintendent in writing within three workingbusiness days after it has been received by the eComplainant. The appeal will include the original complaint, the response to the complaint, and the eComplainant's reason for rejecting the response. A copy of the appeal must be given to the staff member alleged to have violated the Affirmative Action Plan.
5. ~~On his/her timely request (that is, submitted before the expiration of the time within which the Superintendent must render a decision);~~ Upon request, the eComplainant will be given an informal hearing before the Superintendent, at a time and place convenient to the parties, but no later than seven working-business days after the request for a hearing has been submitted. The Superintendent may also require the presence at the hearing of the staff member charged with violation of the Affirmative Action Plan and any other person with knowledge of the violation complained of.
6. The Superintendent will render a written decision in the matter no later than seven workingbusiness days after the appeal was filed or the hearing was held, whichever occurred later. Copies of the decision will be given to all parties ~~and to the Board of Education.~~
7. The eComplainant may appeal the Superintendent's decision to the Board by filing a written appeal with the Board Secretary no later than three workingbusiness days after receipt of the Superintendent's decision. The appeal will include:
 - a. The original complaint;
 - b. The response to the complaint;
 - c. The Superintendent's decision;

- d. A transcript of the hearing, if one has been made, or a summary of the hearing to which all parties have consented; and
 - e. The eComplainant's reason for believing the Superintendent's decision should be changed.
8. A copy of the appeal to the Board must be given to the staff member, if any, charged with a violation of the Affirmative Action Plan.
 9. The Board will review all papers submitted and may render a decision on the basis of the proceedings below. If the eComplainant so requests, the Board may convene a hearing, at which all parties may be represented by counsel and may present and examine witnesses, who will testify under oath.
 10. The Board will render a written decision no later than forty-five calendar days after the appeal was filed or the hearing held, whichever occurred later. Copies of the decision will be given to all parties.
 11. The eComplainant will be informed of his/her right to appeal the Board's decision to the:

a. Commissioner of Education

New Jersey State Department of Education

P.O. Box 500

Trenton, New Jersey 08625-0500, or

Telephone: (877) 900-6960 or the

b. New Jersey Division on Civil Rights

~~Trenton~~ Central Regional Office

~~Office of the Attorney General~~

140 East Front Street - 6th Floor

Trenton, New Jersey 08625-0090

Telephone: (609) 292-4605

D. Record

1. The records of any complaint processed in accordance with this procedure shall be kept in a file maintained by the Affirmative Action Officer.
2. A copy of the decision rendered at its highest level of appeal will be kept in the eComplainant's personnel file.

Issued: February 8, 2011

Revised:

Regulation 2431.2 MEDICAL EXAMINATION PRIOR TO PARTICIPATION ON A SCHOOL-SPONSORED INTERSCHOLASTIC OR INTRAMURAL TEAM OR SQUAD (M)

A. Students are required to receive medical examinations in accordance with the provisions of N.J.S.A. 18A:40-41.7 and N.J.A.C. 6A:16-2.2(f) and (h). Each student medical examination shall be conducted at the medical home of the student. 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 school district shall ensure students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and (h) and prior to participation on a school-sponsored interscholastic or intramural team or squad for students in grades nine through twelve.

1A. Required Medical Examination

a1. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, advanced practice nurse (APN), or physician assistant (PA).

b2. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at, <http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf>, in accordance with N.J.S.A. 18A:40-41.7.

(1)a. Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE form attesting to the completion, pursuant to N.J.S.A. 18A:40-41.d.

(a)(1) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.

(2)b. The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.

~~(3)~~c. An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.

e3. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b. The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

~~(1)~~a. Been advised by a licensed physician, APN, or PA not to participate in a sport;

~~(2)~~b. Sustained a concussion, been unconscious, or lost memory from a blow to the head;

~~(3)~~c. Broken a bone or sprained, strained, or dislocated any muscles or joints;

~~(4)~~d. Fainted or blacked out;

~~(5)~~e. Experienced chest pains, shortness of breath, or heart racing;

~~(6)~~f. Had a recent history of fatigue and unusual tiredness;

~~(7)~~g. Been hospitalized, visited an emergency room, or had a significant medical illness;

~~(8)~~h. Started or stopped taking any over the counter or prescribed medications;
or

~~(9)~~i. Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.

e4. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.

e5. The Board of Education will not permit a student enrolled in grades nine to twelve to participate on a school-sponsored interscholastic or intramural team or squad unless the student submits a PPE form signed by the licensed physician, APN,

or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.

B. Sudden Cardiac Arrest Pamphlet

~~f.~~ The school district shall distribute to a student-athlete participating in or desiring to participate in an athletic activity and the student's and his or her parent, each year and prior to participation by the student in an athletic activity, the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to in accordance with the provisions of N.J.S.A. 18A:40-41.

~~(1)~~ 1. A student-athlete and his or her parent annually shall, each year and prior to the participation of the student in an athletic activity, sign and return to the student's school the form developed by the Commissioner-developed form that they received and reviewed the information pamphlet, and shall return it to the student's school pursuant to N.J.S.A. 18A:40-41.d.

~~(2)~~ The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.

~~(3)~~ 2. The Commissioner shall distribute the pamphlet, at no charge, to all school districts and nonpublic schools, pursuant to N.J.S.A. 18A:40-41.b.

3. "Athletic activity" for the purposes of N.J.S.A. 18A:40-41 means: interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities.

C. Use and Misuse of Opioid Face Sheet

The school district shall annually distribute to the parents of student-athletes participating in an interscholastic sports program or cheerleading program the educational fact sheet developed by the Commissioner of Education concerning the use and misuse of opioid drugs in the event that a student-athlete or cheerleader is prescribed an opioid for a sports-related injury in accordance with the provisions of N.J.S.A. 18A:40-41.10.

1. The district shall distribute the educational fact sheet annually to the parents of student-athletes and cheerleaders and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student-athlete or cheerleader and his or her parent pursuant to N.J.S.A. 18A:40-41.10(b).
- ~~1-2.~~ 2. The fact sheet and sign-off sheet shall be distributed and the sign-off sheet shall be completed and returned to the school annually prior to the student-athlete's or cheerleader's first official practice of the school year.

Issued: May 1, 2001

Revised: May 31, 2016

Regulation 5350 STUDENT SUICIDE PREVENTION

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

A. Recognition of Potential Warning Signs of Suicide

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

1. Overt suggestion, regardless of its context, that he/she is considering or has considered suicide or has worked out the details of a suicide attempt;
2. Evidence of preparation of a will, intention to dispose of his/her effects and belongings, or otherwise get life "in order" Self-mutilation;
3. Obsession with death or afterlife;
4. Possession of a weapon or possession of other means of suicide or obsession with such means;
5. Sense of hopelessness or unrelieved sadness;
6. Lethargy or despondency, or, conversely, a tendency to become more impulsive or aggressive than usual;
7. Drop in academic achievement, slacking off of energy and effort, or inability to focus on studies;
8. Isolation from others by loss of friends, withdrawal from friends, lack of companionship, or family disintegration;
9. Preoccupation with nonexistent physical illness;
10. Loss of weight, appetite, and/or sleep;
11. Substance abuse; and
12. Volatile mood swings or sudden changes in personality;
13. Prior suicide attempt(s);
14. Anxiety or eating disorder;
15. Involvement in an unhealthy, destructive, or abusive relationship; and
16. Loss of economic resources, Depression due to being a victim/target of harassment, intimidation, bullying, or mistreatment by others.

B. Response to Potential Warning Signs of Suicide

1. Any indication of a potential suicide, whether personally witnessed or received by a report from another, ~~must be~~ shall be taken seriously and ~~must be~~ immediately reported to the Principal or designee immediately. Upon receiving such report, the Principal will ensure the student is supervised by a school staff member until a preliminary assessment of the risk is determined.
2. The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) that the student will be referred to the Child Study Team or a Suicide Intervention Team for a preliminary assessment in accordance with C. below, which shall investigate the matter promptly and conduct such evaluations as may be appropriate.
3. The Principal will inform the student's parent, in a conference if possible, of the signs demonstrated by the student and of the district's concern and seek parental approval of the student's evaluation. In the event parental abuse or neglect is suspected, the Principal or the employee who forms the suspicion will immediately so inform the Department of Children and Families, Division of Child Protection and Permanency in accordance with Policy 8462.
4. ~~3.~~ If the threat of suicide is immediate and serious, the Principal will contact local law enforcement and the Superintendent of Schools. ~~may appoint teaching staff members and/or Child Study Team members to a suicide intervention team, which shall determine the potential of the threat by directly questioning the student, without mincing words, about:~~
 5. ~~Whether any suicide plans have been made, how detailed the plans are, and whether any preliminary actions have been taken,~~
 - a. ~~The student's feelings of hopelessness and the length of time the student has had such feelings,~~

The student's thoughts of suicide and how persistent and strong those thoughts are, and

Whether the student has considered alternative courses of action to resolve his/her problems.
6. ~~After gathering information, the suicide intervention team shall determine the life-threatening risk of the situation based on the student's signs of possible suicide (paragraph A1) and the student's responses to questioning.~~
7. ~~If it is determined that a substantial risk of suicide exists, the Suicide Intervention Team shall:~~
 - a. ~~Assign staff members as required to assure that the student is never out of the presence of an adult who has been fully informed that the student may be in danger of self-destruction,~~
 - b. ~~Refer the student to the Child Study Team for comprehensive evaluation,~~
 - c. ~~Notify the student's parent immediately and strongly recommend consultation with a licensed mental health professional or agency,~~

- d. ~~Request the parent to sign a release of information form authorizing the chosen mental health professional or agency to share with appropriate district personnel such relevant information as premature termination of treatment, additional threats and/or attempts of suicide, and continuing warning signs.~~
- 8. ~~A member of the Suicide Intervention Team will be appointed to follow up on the student's progress and to determine whether the student's parent has consulted a mental health professional or agency. Follow up reports will be made to the Principal.~~
- 9.3. ~~If the student's parent does not sign the release of information form or does not cooperate in a comprehensive Child Study Team evaluation or does not seek treatment for the student, the Principal shall inform the Department of Children and Families, Division of Child Protection and Permanency.~~

C. Preliminary Assessment and Recommendation(s)

1. The Principal or designee will designate the Child Study Team or the Suicide Intervention Team to immediately meet with the student to complete a preliminary assessment.
2. The Child Study Team or Suicide Intervention Team will make a recommendation(s), based on the preliminary assessment, to the Principal or designee regarding the student's risk of suicide.
3. Upon receiving the recommendation(s), the Principal or designee will immediately meet with the parent(s) to review the findings of the preliminary assessment. Based on the recommendation(s) of the Child Study Team or Suicide Intervention Team, the student may be:
 - a. Permitted to remain in school:
 - (1) If the student remains in school after the preliminary assessment, the Principal or designee will designate a school staff member to follow-up with the student on any recommendations of the Child Study Team or Suicide Intervention Team.
 - b. Referred to the Child Study Team for further evaluation;
 - c. Removed from the school and released to the parent(s) and will be required to obtain medical or psychiatric services before the student may return to school:
 - (1) 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 acceptable to the Superintendent, indicating the student has received medical services, does not present a risk to himself/herself or others, and is cleared to return to school. The Superintendent will not act unreasonably in withholding approval of the medical professional selected by the parent(s). The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school.

(2) The parent(s) shall be required to authorize their healthcare professional(s) to release the student's relevant medical information to the school district's healthcare professional, if requested.

d. Required to comply with the recommendation(s) outlined in C.3.a., b., and/or c. above, and/or any other recommendation(s) of the Principal or designee to ensure the student's safety and the safety of others.

4. In the event the parent(s) objects to the recommendation(s) or indicates an unwillingness to cooperate with the school district regarding their child, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

D. Response to Attempted Suicide Attempt by a Student

1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has attempted suicide, whether or not on school premises or during the school day, must beshall immediately reported immediately the information to the Principal or designee or their immediate supervisor.
2. A Principal or designee or supervisor who receives a report of a student who has attempted suicide will immediately report it to the Superintendent or designee, who 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.
- 2.3. The school district staff member who witnesses a suicide attempt on school groundspremises, or at a school sponsored event, or on a school busin the course of school-related travel shall immediately contact local law enforcement and emergency render first aid in accordance with Policy 8441 and summon medical servicesassistance, as appropriate.
- 3.4. Procedures outlined at paragraph B2 through paragraph B8 above will be followed.

E. Response to Suicide Committed by a Student

1. Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe a student has committed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor.
2. A Principal or designee or supervisor who receives a report that a student has committed suicide will immediately report it to the Superintendent or designee, who 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.
3. The Principal of the school the student attended will assemble school staff members as soon as possible, to provide school staff members information, plans for the school day, and guidelines for handling the concerns of students.
4. The Principal of the school the student attended will use a School Crisis Team to assist school staff members in dealing with any issues that arise due to the situation and to assist students in the loss.
5. The School Crisis Team will assist teachers in responding to the needs of students. Students who were close to the victim shall be offered special counseling services and parents will be notified of available community mental health services.
6. School staff members shall be especially alert to warning signs of contemplated suicide among the victim's peers.
7. All Principals in the school district will be promptly informed when a student enrolled in the district commits suicide. The district, with the approval of the Superintendent, may provide support and services to school staff members and students as needed.
8. The Principal of the school the student attended may, with the approval of the Superintendent, provide any additional support and services that will assist school staff members and students in the loss.

E.F. Prevention of Suicide Contagion

1. ~~All district Principals will be promptly informed when a student of this district commits suicide.~~
2. ~~Each Principal will assemble teaching staff members prior to the opening of school to provide them with accurate information, plans for the school day, and guidelines for handling the concerns of students.~~
3. ~~The Principal of the school or building that the victim attended will assign a crisis team from the student personnel staff to assist the staff in dealing with the general school situation and any individual problems that may arise.~~

- ~~4. The suicide will not be given prominence by public announcement or a school-wide assembly. School will not be closed in order to permit students and staff members to attend the victim's funeral.~~
- ~~5. Teachers will respond to the needs of students with as little interruption of the educational program as possible.~~
- ~~6. Students will be provided with accurate information and will be given the opportunity to discuss their feelings of loss and their memories of the victim, both good and bad, without penalty.~~
- ~~7. All school personnel shall be especially alert to signs of contemplated suicide among the victim's peers.~~
- ~~8.1. TeachingSchool staff members, under the direction of the Principal or designee, shall attempt to prevent suicidesocial contagion by:~~
 - ~~a. AvoidingPreventing the glorification or romanticization of the suicide;:~~
 - ~~b. Helping students recognize that suicide is irreversible and permanent and does not truly resolve problems;:~~
 - ~~c. Encouraging students to ask probing questions when a fellow student suggests suicide and to report such suggestions to a teachingschool staff member;:and~~
 - ~~d. Discussing ways of handling depression and anxiety without resorting to self-destruction;: And~~
 - ~~d.e. Implementing any other strategies to prevent suicide contagion.~~
- ~~9. Students who were close to the victim, and their parents, shall be offered special counseling services and notified of available community mental health services.~~

Issued: May 1, 2001

Revised: December 13, 2016

Regulation 5561 USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES FOR STUDENTS WITH DISABILITIES

A. Definitions

"Physical restraint" means the use of a personal restriction that immobilizes or reduces the ability of a student to move all or a portion of his or her body holding a pupil/student or otherwise restricting his/her movements.

"Seclusion technique" means the involuntary confinement of a student alone in a room or area from which the student is physically prevented from leaving, but does not include a timeout.

"Timeout" means a behavior management technique that involves the monitored separation of a student in a non-locked setting, and is implemented for the purpose of calming.

B. Physical Restraint Limitations

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: Physical restraint shall only be used by a school staff member in an emergency situation with the following limitations:

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; Limited to the use of only the reasonable force needed;
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; Discontinued immediately when the emergency no longer exists;
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; Implemented in such a way as to protect the health and safety of the pupil/student and others; and
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; Not deprive the pupil/student of basic human necessities.
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.

C. Physical Restraint Training Requirements

The training requirements on the use of physical restraint shall be as follows:

1. Building level administrators and school staff members who are involved in the restraint of a student shall receive training in safe techniques for physical restraint from an entity determined by the Board to be qualified to provide such training. ~~designated by the Principal likely to be confronted with the need to use physical restraint shall be trained on the use of physical restraint.~~
 - a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a student. ~~If, in the event of an emergency, a person(s) who has not received training uses physical restraint, training for the person(s) that used such restraint shall occur within thirty days of the incident.~~
2. Training ~~may~~must include techniques of prevention and de-escalation, as well as alternatives to physical restraint.
3. Training ~~may~~must include current professionally accepted practices and standards regarding behavior management ~~and use of physical restraint.~~
- ~~3.4.~~ The training program in safe techniques for physical restraint shall be updated at least annually.

D. Interventions

1. Classroom interventions may include, but not be limited to, the following strategies:
 - a. The staff member may ignore the behavior;
 - b. The staff member may redirect the pupil/student to a task with verbal or non-verbal prompts or gestures. Proximity helps, ~~as may~~and the use of gentle humor, may help, when appropriate;
 - c. The staff member shall be clear, polite, and respectful when ~~requesting~~redirecting the ~~targeted student's~~ behavior. The staff member ~~may~~should make eye contact and tell the pupil/student what to do such as "I can't teach when you are talking, throwing things, ..." or "Please stop and listen, read, write, ..." The staff member should remind the pupil/student of consequences for non-compliance and rewards if they comply with the staff member's request;
 - d. The staff member shall be polite at all times. The staff member may repeat steps a. through c. above and/or quietly give the pupil/student adequate wait time. ~~Sometimes if the staff member moves on, with the lesson the pupil/student may comply after the initial confrontation~~ if attention goes back to the lesson;
 - e. The staff member may advise the pupil/student to proceed to a time-out area in the classroom for a limited time (elementary and middle school); and
 - f. If classroom removal is required, the staff member shall follow school discipline procedures for notification and request for assistance if necessary.
2. Security interventions may include, but are not limited to, the staff member:

- a. Standing quietly in the doorway and asking the pupil/student to accompany the staff member;
- b. Informing the pupil/student of the violation of the school discipline code and procedure and assure the pupil/student they have the choice to leave the classroom quietly; and/or
- c. ~~Using a minimal and gentle hold on arm to remove the pupil.~~

E. Use of Physical Restraint

- 1. ~~If the pupil's behavior reaches the level defined as an emergency, physical restraint may be needed.~~
- 2. ~~If necessary, the staff member may utilize approved physical restraint, using the least amount of force necessary.~~
- 3. ~~1. If necessary, the staff member shall restrain the pupil/student until the emergency no longer exists (i.e. the pupil/student stops punching, kicking, spitting, damaging property, etc.).~~
- 4. ~~2. The staff member shall immediately contact the appropriate administrator and school nurse and complete a written report on the physical restraint the staff member used during the emergency situation.~~
- 5. ~~If physical restraint is used, the Principal or designee shall attempt to notify the parent/legal guardian by telephone of the use of physical restraint on the day it occurs and written notification of the incident shall be mailed to the parent within one school day after the use of physical restraint.~~
- 6. ~~3. Written documentation, including ~~t~~The Principal's or designee's report and/or any staff member's report regarding the incident shall be 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. The documentation and the use of physical restraint shall be placed in the pupil/student's school file.~~
- 7. ~~4. The use of physical restraint is subject to the following additional requirements:~~
 - a. ~~The pupil must possess a physical risk to him/herself, or others;~~
 - b. ~~a. Physical restraint techniques shall consider the pupil/student's medical conditions and shall be modified as necessary;~~
 - c. ~~Staff applying physical restraint shall have been trained in the safe application of physical restraint;~~
 - d. ~~b. Pupil/Students will/shall not be subjected to physical restraint for using profanity or other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a pupil/student also demonstrates a means of or intent to carry out the threat;~~
 - e. ~~c. In determining whether a pupil/student who is being physically restrained should be removed from the area where the restraint was initiated, the supervising staff should consider the potential for injury to the pupil/student, the pupil/student's need for privacy, and the educational and emotional well-being of the other pupil/students in the vicinity;~~
 - f. ~~d. A pupil/student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the pupil/student is no longer in imminent danger of causing harm to him/herself, others, or imminent property destruction; and~~

~~g-c.~~ The ~~pupil~~ student shall be examined by the school nurse after any restraint.

F. Seclusion Techniques

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 that 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 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.

Issued: January 29, 2015

Revised:

Regulation 2200.1 PLACEMENT OF STUDENTS INTO FRESHMAN GEOMETRY PROGRAM

The North Hunterdon-Voorhees Regional High School District believes that motivated students who pass the High School Algebra Proficiency Test in eighth grade should take honors geometry upon enrollment in the high school in grade nine.

In keeping with this belief, when eighth grade students are scheduled for their high school classes in February, algebra students should register for Geometry (HCP).

Those students who fail the High School Algebra Proficiency Test given in May will then have an automatic schedule change made placing them into Algebra (HCP).

Because the school district believes that parents retain ultimate jurisdiction in any scheduling decision, the high school district will make the parents aware of the following:

1. The student's score on the algebra placement test.
2. The interpretation of that score and its significance to passing and failing.
3. For those students passing the test, a listing of the advantages of enrollment in Geometry (HCP).

The high school also encourages the elementary districts to have the eighth grade algebra teacher inform the parents regarding his recommendation for placement prior to the end of the school year.

Parents who wish to change a placement may do so by calling the school guidance department within two weeks of notification by the high school district of the test score.

Issued: 1 May 2001

North Hunterdon Voorhees School District