

North Hunterdon-Voorhees Regional High School District

Annandale, NJ

September 20, 2018

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

Mandatory Regulations:

Reg 1613	Disclosure and Review of Applicant's Employment History (M) (New)
Reg 5561	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (Revised)

Abolished Regulations

Reg 2422	Family Life Education
Reg. 2422.1	Annual Mailing of Mandated Notifications
Reg 2422.2	Excuses from Physical Education
Reg 2431.3	Student Athlete Disciplinary Code
Reg 2431.4	Student Athletic Uniforms and Equipment
Reg 3125.1	Traveling Teachers
Reg 3125.2	Employment Procedures
Reg 5512	Harassment, Intimidation, and Bullying (M)

Regulation 1613 DISCLOSURE AND REVIEW OF APPLICANT'S EMPLOYMENT HISTORY
(M)

A school district, charter school, nonpublic school, or contracted service provider holding a contract with a school district, charter school, or nonpublic school shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students and is offered employment or commences employment following June 1, 2018 unless the school district, charter school, nonpublic school, or contracted service provider complies with the requirements of N.J.S.A. 18A:6-7.6 et seq. as outlined in Policy and Regulation 1613.

A. Definitions (N.J.S.A. 18A:6-7.6 et seq.)

For the purposes of this Policy and Regulation:

1. "Applicant" means any person considered for employment or offered employment for pay or contract for the paid services of any person serving in a position which involves regular contact with students.
2. "Child abuse" means any conduct that falls under the purview and reporting requirements of N.J.S.A. 9:6-8.8 et seq. and is directed toward or against a child or student, regardless of the age of the child or student.
3. "Disclosure Information Request Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Information Request, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.
4. "Disclosure Release Form" shall be the State of New Jersey Sexual Misconduct/Child Abuse Disclosure Release, P.L. 2018, Chapter 5 or a similar form developed by the hiring entity.
5. "Hiring entity" means all school entities including school districts, charter schools, nonpublic schools, or contracted service providers holding a contract with a school district, charter school, or nonpublic school.
6. "Sexual misconduct" means any verbal, nonverbal, written, or electronic communication, or any other act directed toward or with a student that is designed to establish a sexual relationship with the student, including a sexual invitation, dating or soliciting a date, engaging in sexual dialogue, making sexually suggestive comments, self-disclosure or physical exposure of a sexual or erotic nature, and any other sexual, indecent, or erotic contact with a student.

B. Hiring Entity Required Application and Review Process (N.J.S.A. 18A:6-7.7)

1. A hiring entity shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the hiring entity complies with the provisions of N.J.S.A. 18A:6-7.6 et seq.
 - a. The hiring entity shall require an applicant to provide a Disclosure Release Form which must include the following information:
 - (1) A list, including name, address, telephone number, and other relevant contact information of the applicant's:
 - (a) Current employer;
 - (b) All former employers within the last twenty years that were schools; and
 - (c) All former employers within the last twenty years where the applicant was employed in a position that involved direct contact with children; and
 - (2) A written authorization that consents to and authorizes disclosure of the information requested under b. below pursuant to N.J.S.A. 18A:6-7.7.a.(2) and the release of related records by the applicant's employers listed under B.1.a.(1) above, and that releases those employers from liability that may arise from the disclosure or release of records;
 - (3) A written statement as to whether the applicant:
 - (a) Has been the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
 - (b) Has ever been disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
 - (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation,

or due to an adjudication or finding of child abuse or sexual misconduct.

- (4) The hiring entity must comply with the requirements of N.J.S.A. 18A:6-7.6 et seq. for every applicant who will be employed by the hiring entity.

- (a) However, the provisions of N.J.S.A. 18A:6-7.6 et seq. may be required by the hiring entity for any applicant.

- b. The Superintendent or designee of the hiring entity will review the applicant's Disclosure Release Form. Upon determining to continue the application process, the Superintendent or designee shall provide the applicant's Disclosure Release Form to all employers listed by the applicant under the provisions of N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above and provide all employers listed with the applicant's written authorization that consents to and authorizes disclosure in accordance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) and request the following information:

- (1) The dates of employment of the applicant; and

- (2) A statement as to whether the applicant:

- (a) Was the subject of any child abuse or sexual misconduct investigation by any employer, State licensing agency, law enforcement agency, or the Department of Children and Families, unless the investigation resulted in a finding that the allegations were false or the alleged incident of child abuse or sexual misconduct was not substantiated;
 - (b) Was disciplined, discharged, nonrenewed, asked to resign from employment, resigned from or otherwise separated from any employment while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct; or
 - (c) Has ever had a license, professional license, or certificate suspended, surrendered, or revoked while allegations of child abuse or sexual misconduct were pending or under investigation, or due to an adjudication or finding of child abuse or sexual misconduct.

- c. The review of the applicant's employment history may be conducted through telephonic, electronic, or written communications in accordance with N.J.S.A. 18A:6-7.7.

- (1) If the review is conducted by telephone, the results of the review shall be documented in writing by the Superintendent or designee responsible for reviewing the applicant's employment history. The Superintendent or designee may use the Disclosure Release Form to complete this review.
2. After reviewing the information disclosed by an employer under B.1.b. above and finding an affirmative response to any of the inquiries listed and if the Superintendent or designee of the hiring entity determines to continue with the applicant's job application process, the Superintendent or designee shall make further inquiries of the applicant's current and/or former employer(s) to ascertain additional details regarding the matter disclosed pursuant to N.J.S.A. 18A:6-7.10.
 - a. The Superintendent or designee shall make these additional inquiries by requesting the current and/or former employer to complete the Disclosure Information Request Form and attach additional information, including the initial complaint and final report, if any, regarding the incident of child abuse or sexual misconduct.
 - b. The Superintendent, upon receiving and reviewing the additional information disclosed in accordance with B.2.a. above, will make a determination to continue with the applicant's job application process.
3. All employment history documentation for each applicant employed by the hiring entity in accordance with N.J.S.A. 18A:6-7.6 et seq. shall be maintained in the employee's personnel file. All employment history documentation for an applicant not hired shall be maintained by the Superintendent or designee and destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.
4. Employment history review pursuant to N.J.S.A. 18A:6-7.6 et seq. is not required for applicants the hiring entity does not wish to employ.
5. The hiring entity, in accordance with N.J.S.A. 18A:6-7.9.b., in conducting the review of the employment history of an out-of-State applicant, shall make, and document with specificity, diligent efforts to:
 - a. Verify the information provided by the applicant pursuant to N.J.S.A. 18A:6-7.7.a. and B.1.a. above; and
 - b. Obtain from any out-of-State employers listed by the applicant the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.

C. Completing a Disclosure Request from a Hiring Entity Regarding a Current or Former Employee (N.J.S.A. 18A:6-7.9)

1. All requests for information from a hiring entity regarding a current or former employee of this school district, charter school, or nonpublic school in accordance N.J.S.A. 18A:6-7.6 et seq. shall be directed to the Superintendent or designee.
 - a. The Superintendent or designee, upon receiving a request from a hiring entity for information, shall provide the information requested in accordance with N.J.S.A. 18A:6-7.6 et seq. to the hiring entity submitting the request if:
 - (1) The employment relationship is confirmed pursuant to N.J.S.A. 18A:6-7.7.a.(1) and B.1.a.(1) above; and
 - (2) The written authorization is in compliance with N.J.S.A. 18A:6-7.7.a.(2) and B.1.a.(2) above.
 - b. At the discretion of the Superintendent, the requested information may be provided through telephonic, electronic, or written communications, pursuant to N.J.S.A. 18A:6-7.7 and B.1.c. above.
2. In the event a hiring entity requests additional information from this school district, charter school, or nonpublic school beyond a response to the questions as outlined in N.J.S.A. 18A:6-7.7.b. and B.1.b. above, the Superintendent or designee will review the written request and will make a determination as to the additional information and/or documentation to be provided to the hiring entity. Any request for additional information and/or documentation must be submitted by the hiring entity in writing to the Superintendent or designee before providing any additional information and/or documentation.
 - a. Upon providing such additional information and/or documentation, the Superintendent or designee will take every measure to ensure privacy and confidentiality, consistent with State and Federal laws and regulations regarding student privacy and the privacy rights of others.
 - b. Any personally identifiable information regarding any student or other individual other than the applicant's personally identifiable information shall be redacted prior to the release of any additional information.
 - c. The requested additional information should be provided to the hiring entity within twenty days, as required by statute.
3. A copy of all requests for information and any information provided to a hiring entity, in accordance with the provisions of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et

seq., shall be maintained by the Superintendent or designee in the applicant's personnel file and shall only be destroyed in accordance with the New Jersey Department of Revenue – Records Management Services Records Retention and Disposition Schedule.

D. Timeline for Current or Former Employers to Disclose Information (N.J.S.A. 18A:6-7.9)

1. No later than twenty days after receiving a request for information under N.J.S.A. 18A:6-7.7.b. and B.1.b. above, an employer that has or had an employment relationship within the last twenty years with the applicant shall disclose the information requested pursuant to N.J.S.A. 18A:6-7.6 et seq.
2. The failure of an employer to provide the information requested pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above within the twenty day timeframe established under N.J.S.A. 18A:6-7.9.a. and D.1. above may be grounds for the automatic disqualification of an applicant from employment with a hiring entity. A hiring entity shall not be liable for any claims brought by an applicant who is not offered employment or whose employment is terminated:
 - a. Because of any information received by the hiring entity from an employer pursuant to N.J.S.A. 18A:6-7.7 and B. above; or
 - b. Due to the inability of the hiring entity to conduct a full review of the applicant's employment history pursuant to N.J.S.A. 18A:6-7.7.b. and B.1.b. above.

E. Provisional Employment (N.J.S.A. 18A:6-7.10)

A hiring entity may employ or contract with an applicant on a provisional basis for a period not to exceed ninety days pending review by the hiring entity of information received pursuant to N.J.S.A. 18A:6-7.7 and B. above, provided that all of the following conditions are satisfied:

1. The applicant has complied with N.J.S.A. 18A:6-7.7.a. and B.1.a. above;
2. The hiring entity has no knowledge or information pertaining to the applicant that the applicant is required to disclose pursuant to N.J.S.A. 18A:6-7.7.a.(3) and B.1.a.(3); and
3. The hiring entity determines that special or emergent circumstances exist that justify the temporary employment of the applicant.

F. Penalties to Applicants (N.J.S.A. 18A:6-7.8)

1. An applicant who willfully provides false information or willfully fails to disclose information required in N.J.S.A. 18A:6-7.7.a. and B.1.a. above:

- a. Shall be subject to discipline up to, and including, termination or denial of employment;
 - b. May be deemed in violation of subsection a. of N.J.S.A. 2C:28-3; and
 - c. May be subject to a civil penalty of not more than \$500 which shall be collected in proceedings in accordance with the "Penalty Enforcement Law of 1999," P.L. 1999, c.274 (N.J.S.A. 2A:58-10 et seq.).
2. A hiring entity shall include a notification of the penalties set forth in N.J.S.A. 18A:6-7.8 and F.1. above on all applications for employment for positions which involve regular contact with students.

G. Termination (N.J.S.A. 18A:6-7.9.d.)

1. A hiring entity shall have the right to immediately terminate an individual's employment or rescind an offer of employment if:
 - a. The applicant is offered employment or commences employment with the hiring entity following June 1, 2018; and
 - b. Information regarding the applicant's history of sexual misconduct or child abuse is subsequently discovered or obtained by the hiring entity that the hiring entity determines disqualifies the applicant or employee from employment.
2. The termination of employment pursuant to the provisions outlined in G.1. above and pursuant to N.J.S.A. 18A:6-7.9 shall not be subject to any grievance or appeals procedures or tenure proceedings pursuant to any collectively bargained or negotiated agreement or any law, rule, or regulation.

H. Information Not Deemed Public Record and Immunity (N.J.S.A. 18A:6-7.11)

1. Information received by an employer in accordance with Policy and Regulation 1613 and N.J.S.A. 18A:6-7.6 et seq. shall not be deemed a public record under N.J.S.A. 47:1A-1 et seq. or the common law concerning access to public records.
2. An employer, school district, charter school, nonpublic school, school administrator, or contracted service provider that provides information or records about a current or former employee or applicant shall be immune from criminal and civil liability for the disclosure of the information, unless the information or records provided were knowingly false. The immunity shall be in addition to and not in limitation of any other immunity provided by law.

I. Prohibited Actions Relative to Certain Agreements and Employment Contracts (N.J.S.A. 18A:6-7.12)

1. On or after June 1, 2018, a school district, charter school, nonpublic school, or contracted service provider may not enter into a collectively bargained or negotiated agreement, an employment contract, an agreement for resignation or termination, a severance agreement, or any other contract or agreement or take any action that:
 - a. Has the effect of suppressing or destroying information relating to an investigation related to a report of suspected child abuse or sexual misconduct by a current or former employee;
 - b. Affects the ability of a school district, charter school, nonpublic school, or contracted service provider to report suspected child abuse or sexual misconduct to the appropriate authorities; or
 - c. Requires the school district, charter school, nonpublic school, or contracted service provider to expunge information about allegations or finding of suspected child abuse or sexual misconduct from any documents maintained by the school district, charter school, nonpublic school, or contracted service provider, unless after investigation the allegations are found to be false or the alleged incident of child abuse or sexual misconduct has not been substantiated.
2. Any provision of an employment contract or agreement for resignation or termination or a severance agreement that is executed, amended, or entered into after June 1, 2018 and that is contrary to N.J.S.A. 18A:6-7.12 shall be void and unenforceable.

J. Public Awareness Campaign (N.J.S.A. 18A:7.13)

1. The New Jersey Department of Education (NJDOE) shall establish a public awareness campaign to publicize the provisions of N.J.S.A. 18A:6-7.6 et seq. and to ensure applicants and employers are aware of their respective rights and responsibilities under N.J.S.A. 18A:6-7.6 et seq. The NJDOE shall post on its website guidance documents and any other informational materials that may assist applicants and employers in the implementation of and compliance with N.J.S.A. 18A:6-7.6 et seq.
2. The NJDOE developed forms for applicants and employers may be used to comply with the requirements of Policy and Regulation 1613 and N.J.S.A. 18A:6-7.7, as well as any other forms necessary to carry out the provisions of N.J.S.A. 18A:6-7.6 et seq.

Issued:

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Techniques for Students with Disabilities

Jul 18

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[See POLICY ALERT Nos. 192, 215 and 216]

[THIS REGULATION IS ONLY REQUIRED IF THE BOARD ALLOWS
THE USE OF PHYSICAL RESTRAINT AND SECLUSION TECHNIQUES
FOR STUDENTS WITH DISABILITIES IN ACCORDANCE WITH
POLICY 5561.]

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

A. Definitions

“Mechanical Restraint” means the use of any device or equipment to restrict a student’s freedom of movement, but does not include devices implemented by trained school personnel, or utilized by a student that has been prescribed by an appropriate medical or related services professional and are used for the specific and approved purposes for which such devices were designed such as:

- Adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports;
- Vehicle safety restraints when used as intended during the transport of a student in a moving vehicle;
- Restraints for medical mobilization; or
- Orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

“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.

“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.



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"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

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 **shall be** is immediately notified when physical restraint is used on the student. This notification may be by telephone or electronic communication. **In addition, a A full post-incident written notification** report of the incident of physical restraint shall be provided to the parent within forty-eight hours of the occurrence of the incident.
 - a. **The post-incident written notification report shall include, but not be limited to, details regarding the nature of the behavior that precipitated the use of the restraint; the staff involved; and recommendations for follow-up activities including, if appropriate, revisions to the student's individualized education plan (IEP) or administration of a functional assessment.**



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- b. The post-incident written notification report shall be maintained in a manner consistent with State and Federal regulations regarding the confidentiality of student records, while also serving as a mechanism for gathering data which allows the IEP team to make informed decisions regarding the student's needs.**
- 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 (BIP) at the next individualized education plan IEP meeting.**
 - a. Each incident that requires the use of restraint shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.**
 - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.**



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- c. **Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.**

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 BIPs developed by the individualized education plan IEP 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.~~
 - ~~a. The Principal or designee shall determine the school staff members that shall receive training in safe techniques for physical restraint of a student.~~
 - ~~b. Training may include techniques of prevention and de-escalation, as well as alternatives to physical restraint.~~
 - ~~c. Training may include current professionally accepted practices and standards regarding behavior management.~~
 - ~~d. The training program in safe techniques for physical restraint shall be updated at least annually.~~



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C. Seclusion

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; 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 BIP at the next IEP meeting.
 - a. Each incident that requires the use of a seclusion technique shall be documented in a manner that supports informed data-driven decision making by school staff including the IEP team.
 - b. The data collected through this process shall include, but not be limited to, the location of the incident, persons involved, triggering events, prevention, redirection or de-escalation techniques utilized during the incident, a description of any injuries or physical damage that occurred, observational data or monitoring data taken during the incident, debriefing with staff, reflections on adherence to the IEP and district procedures, and specific follow-up that will take place including, if appropriate, an IEP team meeting.



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- c. **Data shall be reviewed on a continual basis to determine the effectiveness of the individual student's BIP and the school district's procedures. Any reviews should be conducted across sub-groups and involve staff, Child Study Team members, and administration.**

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 BIP developed by the IEP team.

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 student to a task with verbal or non-verbal prompts or gestures. Proximity and the use of gentle humor may help, when appropriate;
 - c. The staff member shall be clear, polite, and respectful when redirecting the student's behavior. The staff member should make eye contact and tell the 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 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 quietly give the student adequate wait time. If the staff member moves on, the student may comply after the initial confrontation if attention goes back to the lesson;
 - e. The staff member may advise the student to proceed to a time out area in the classroom for a limited time (elementary and middle school); and



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- 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 student to accompany the staff member; and
 - b. Informing the student of the violation of the school discipline code and procedure and assure the student they have the choice to leave the classroom quietly.
- E. Use of Physical Restraint
 - 1. If necessary, the staff member shall restrain the student until the emergency no longer exists (i.e. the student stops punching, kicking, spitting, damaging property, etc.).
 - 2. The school 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.
 - 3. The Principal's or designee's or any school staff member's report regarding the incident shall be documented in writing in sufficient detail to enable staff to use this information to develop or improve the ~~behavior-intervention-plan~~ **BIP** at the next ~~individualized education-plan~~ **IEP** meeting. The documentation of physical restraint shall be placed in the student's school file.
 - 4. The use of physical restraint is subject to the following additional requirements:
 - a. Physical restraint techniques shall consider the student's medical conditions and shall be modified as necessary;



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- b. Students shall not be subjected to physical restraint for using profanity, other verbal displays or disrespect, or for non-compliance. A verbal threat will not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat;
- c. In determining whether a 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 student, the student's need for privacy, and the educational and emotional well-being of the other students in the vicinity;
- d. A student shall be released from physical restraint immediately upon a determination by the staff member administering the restraint that the student is no longer in imminent danger of causing harm to himself/herself, others, or imminent property destruction; and
- e. The 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~~



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- ~~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 IEP team.~~

F. Restraint and Seclusion Training Requirements

- 1. All staff members working directly with students with disabilities shall receive training on Policy and Regulation 5561 and in safe techniques for physical restraint and seclusion from an entity determined by the Board of Education to be qualified to provide such training.**
 - a. The Principal or designee shall determine the school staff members that shall receive restraint and seclusion training.**
 - b. The training shall be identified in the school district's professional development plan and should be considered as a topic for ongoing professional learning communities (PLCs).**
 - c. The training shall emphasize the use of appropriate de-escalation techniques and the use of Positive Behavior Supports (PBS) as mechanisms to avoid the need for the use of physical restraint and seclusion.**
 - d. Training may include current professionally accepted practices and standards regarding behavior management.**
 - e. The training program shall be updated at least annually.**



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2. In addition to district-wide training and PLCs, the Board may also consider additional training for all staff members who will be responsible for implementing the IEPs which include BIPs for students with disabilities.
 - a. This additional training should include a framework that emphasizes de-escalation techniques, identifying PBSs, and behavior strategies which support appropriate behavior in all school settings.
 - b. Staff members responsible for implementing BIPs for student IEPs should be trained on the use of continuous monitoring techniques and the collection of data which can be used to inform decision making regarding the continued use of restraint and seclusion.
3. Training for school administrators shall include information on the effectiveness of school-wide positive behavior programs, a tool for evaluating the effectiveness of the Policy and Regulation 5561, and a tool for evaluating the effectiveness of the school district's trainings.

Issued:



ABOLISH

Regulation 2422 FAMILY LIFE EDUCATION

Philosophy

The home, the religious community, and the school share equal concern for Family Life Education and its ultimate goal of developing responsible personal behavior. As parents and clergy develop and reinforce the moral and spiritual aspects of individual growth, the school supplements their efforts by educating students in the physiological, psychological, social and economic facets of interpersonal relations.

Content

Units of Family Life Education are included in the ninth, eleventh and twelfth grade health curricula approved by the Board of Education. Tenth graders study driver education. The family life units are periodically reviewed for content and level of placement.

Curriculum and Development Review

The Family Life Education curriculum was developed via consultation and participation of parents, students, teachers, administrators, clergymen, physicians, and community representatives. Whenever the program is revised in future years, this process of consultation will continue.

Parents wishing to review the complete Family Life curriculum for a particular grade level, or specific instructional materials, should make an appointment with the Department Chairperson.

Student Exemption

A parent or guardian who desires that his child be excused from one or more days of instruction in Family Life Education must present to the Principal a signed statement which identifies specific subject matter as being "in conflict with his conscience or sincerely held moral or religious beliefs." Following review, verification or parental signature, and approval of the request, the Principal will specify alternative arrangements by which the student may fulfill class requirements.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 2422.1 ANNUAL MAILING OF MANDATED NOTIFICATIONS

As required by law, the District annually mails to parents and guardians of all enrolled pupils a Student-Parent Handbook which contains:

1. An outline of the Family Life Education (FLE) curriculum;
2. A list of Family Life Education instructional materials taught on each grade level; and
3. Procedures for parental review of materials and/or the complete curriculum.

Parental Review Procedure

Requests from parents who wish to peruse specific Family Life Education instructional materials or curriculum guides should be referred to the Assistant Principal for Instruction who will arrange and oversee an on-site review.

The District is not obligated to provide copies of materials or curriculum guides for removal from school premises.

Student Exemption Procedure

A parent/legal guardian who wants his/her child excused from one or more days of instruction in Family Life Education must present to the school principal a signed statement that identifies specific subject matter as being in conflict with his/her conscience or sincerely held moral or religious beliefs. Such letters should be received by the Principal as close to the start of the course, or portion in question, as possible.

After review, and verification of signature, the Principal shall approve the request and specify alternate arrangements that will allow the student to complete the Health/PE/Safety requirements for graduation.

The Principal or his/her designee shall inform the teacher and the student of the specific class session(s) from which the child is excused. Alternate assignments given by the teacher for completion while the student is excused from class shall be similar in depth and breadth to other work assigned in the course.

The students shall be expected to attend all Health classes other than those from which he/she has been formally excused by the Principal.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 2422.2 EXCUSES FROM PHYSICAL EDUCATION

One week or more-student must have a note or certification from his/her physician.

The statement must indicate the date the student is to return to physical education. This information is filed on the student's health record in the Nurse's Office. The student may be assigned to the Developmental and Adaptive Physical Education Program (D & A Program) for this period of time by the physical education teacher after clearance through the Health Office if the D & A Program is available.

Less than a week must be approved by the school nurse; pupils should report to physical education class, bring a pass from the Health Office.

Pupils excused from physical education classes may not participate in extra-curricular activities that involve physical skills.

Medical excuses from non-physicians, such as chiropodist and/or chiropractor, will be honored.

In all cases, the student will remain with the physical education class or be assigned to a supervised area other than the cafeteria or mall. The physical education teacher will be responsible for keeping the records of the student's attendance during those mods.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 2431.3 STUDENT ATHLETE DISCIPLINARY CODE

Participation in the Athletic Program is a privilege and will be governed by the rules and regulations set forth in the student parent handbook as well as rules and regulations established by the coaching staff.

Student Responsibility in the Athletic Program

This responsibility begins from the time the student is accepted as an athlete on a team until the completion of the interscholastic season. The student is responsible to the coach from the moment he/she reports to the school for the contest until the termination of the contest. This would include: behavior on school grounds; behavior in the locker room; behavior on the bus; and behavior at the opposing schools facilities. Athletes are responsible to conform with the established rules of conduct set forth by the school and coach with respect to their actions with opponents, spectators, official personnel of the home and visiting school.

Any violation of the established rules of conduct may result in a conference with the coach, and/or suspension to include one calendar week and at least one scheduled interscholastic event. The maximum penalty for an offense may be team expulsion.

The following guidelines have been established by the North Hunterdon-Voorhees High School District Board of Education in dealing with violations of the student athlete disciplinary code. Whenever an individual is reported to the administration regarding a student athlete's behavior which may be detrimental to the high school or the athletic program, the following process will be followed as an effort to resolve the matter.

Level I - The coach of the athlete will be notified as soon as possible and every attempt will be made to resolve the incident at this time.

Level II - If the incident is not resolved appropriately by the coach, or if other members of the coaching staff feel that the incident has not been dealt with properly, the Director of Athletics will be notified to intervene.

Appeal Process

Level I Principal

Level II Superintendent

Attendance

An athlete must be in school by 11:30 a.m. on the day of a competition or practice in order to participate.

Suspension From School

When an athlete is on either in-school or out-of-school suspension, he/she may not participate in practice or in competition. When the student is allowed to return to school, he/she is also eligible to return to athletic practice. Each coach will determine when the student is physically able to compete interscholastically.

Conduct Unbecoming to the Athlete and Detrimental to the High School Athletic Program

Conduct of this nature will result in proper disciplinary action. Unbecoming conduct includes, but is not limited to, vulgar language, obscene gestures, and inappropriate behavior. Immediate suspension, to include one calendar week, will be imposed. The suspension must also include at least one scheduled interscholastic event. The maximum penalty for these offenses may be team expulsion.

Possession or Use of Drugs or Alcohol

A violation will result in an immediate ten day team suspension with possible team expulsion. The suspension must include at least two scheduled interscholastic events, and is independent of the terms of any school suspension.

Possession or Use of Tobacco

A violation will result in an immediate five day suspension with possible team expulsion. The suspension must include at least one scheduled interscholastic event, and is independent of the terms of any school suspension.

Stealing

Any student caught stealing will be required to make restitution and will be dealt with severely by the Office of the Director of Athletics and charges may be filed with the local police department.

It is recommended that students put their name or identification mark on every article of value. Do not bring large amounts of money or expensive (jewelry) articles to school. Do not give anyone your locker combination and do not use someone else's locker.

Team penalties are separate from those imposed by the administration for infractions specified in the Student-Parent Handbook.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 2431.4 STUDENT ATHLETIC UNIFORMS AND EQUIPMENT

The Board of Education furnishes athletic uniforms and equipment to each student for each sports program. The Superintendent shall promulgate a regulation that shall describe uniform items normally provided by the Board to each student-athlete in each sport at North Hunterdon and Voorhees High Schools. All athletic uniforms and equipment purchased by the Board is for the sole use of student athletes and their coaches.

Personal equipment to be defined by the Superintendent shall be the responsibility of participating students and their parents except that indigent and hardship cases identified by the Principal of each school shall be furnished personal equipment at Board expense.

Athletic Directors shall work with the School Business Administrator/Board Secretary to ensure that sufficient funding is available to cover all required items. Socks will be provided only when the athletic league, state association, or national federation rules stipulate special socks as part of a game uniform.

The cost of uniforms and equipment lost by individual students shall be charged to them.

At the start of each sport season, each parent of a participating student shall be informed of the items of uniforms and equipment furnished by the Board and those personal items furnished by the student. At the time this list is furnished, parents shall be informed that they may apply for Board purchase of personal items if they deem themselves to be an indigent or hardship situation.

The Board purchases with budgeting limits, supplies and equipment for each sport according to the needs of the school and the suggestions from the staff. The Board recognizes that requirements for the same sport at the two schools may differ because of the number of students participating, the age of the equipment, and special requests from the coaches. While the Board wishes to provide through its budgeting process for resource allocation to each school on a comparable and equitable basis, no attempt is made to equalize expenditures for the same sport at each school, not to provide equal supplies or equipment. All such expenditures shall be based on need.

Booster Clubs wishing to purchase additional equipment for a team must indicate that desire to the school's Athletic Director and Principal, who shall evaluate that request in terms of the equipment furnished by the Board and future spending plans of the school for athletic uniforms and equipment. Booster Clubs wishing to furnish equipment shall do so.

Uniforms and equipment for each sport shall be reviewed annually by the Superintendent to determine their continued appropriateness.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 3125.1 TRAVELING TEACHERS

In order to maintain as many full time employees as possible, the administration has recommended to the Board of Education on numerous occasions a teaching schedule split between both North Hunterdon and Voorhees High School. Because the staff has asked for further clarification of matters related to teachers with split schedules, the following items have been developed for clarification:

A. Selection of Traveling Teachers

Traveling teachers will be determined upon recommendation from the Principals, who will take into consideration the courses needing to be taught, qualifications of available people, and the previous experience of the teacher. Principals will coordinate between themselves to work out the most agreeable schedule for teachers consistent with student scheduling constraints.

B. Transportation

1. Principals will reserve parking spaces for teachers with split schedules so that these teachers may be assisted in exiting one building and arriving at their destination in the most expeditious manner.
2. Vouchers to gain reimbursement for use of personal vehicles may be submitted bi-monthly.
3. When scheduling accommodates, traveling teachers may ride school shuttle.

C. Administrative Details

Teachers with split schedules must accomplish the following:

1. Specify at the beginning of the school year the school at which they wish to receive their paychecks.
2. Attend department and faculty meetings at both schools except when there is an obvious conflict with meetings at the same time or with other responsibilities. In case of conflict, the Principal of the school having the heavier part of the teacher's schedule should be informed of the conflict and shall counsel the teacher on the appropriate course of action.
3. Request personal days and professional days from the school at which the teacher has the heavier schedule. A request granted by the Principal will be communicated to the sister school.
4. Clarify with the Principal of the school where the heavier portion of the schedule is accomplished where the CIA responsibilities will be carried out.
5. Address other matters of concern to the Principal of the school with the heavier schedule.

D. Coordinating Details

Principals or their assistants shall meet early in the school year with the traveling teachers having the heavier schedule at their school to discuss the following:

1. Informing department heads of lesson plans in the event of teacher absence.
2. Evaluation.
3. Parking.
4. Requests for personal days and professional days.
5. Meeting scheduling and conflicts.
6. Homeroom coverage on delayed opening days.

E. Insurance Coverage

Traveling teachers are covered by the District's Workmen's Compensation Insurance if injured while traveling between schools.

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Regulation 3125.2 EMPLOYMENT PROCEDURES

In order to facilitate personnel selection, the following steps will be followed:

1. Employment inquiries will be forwarded to the Personnel Department.
2. An introductory letter and application, will be forwarded to the interested party.
3. Applications, along with credentials, (unofficial transcripts and supporting information) will be returned to the Personnel Department where they will be maintained for one year.
4. Personnel will screen all applications to assure each is complete. Contact will be made with applicants who have not submitted required credentials.
5. District personnel will be informed of a vacancy within their respective areas and given a ten day period to apply if interested or qualified for a posted position.
6. Prospective candidates' applications will be forwarded where vacancy exists, for review by the Principal, department chairperson/immediate supervisor.
7. Personnel will be notified of the teaching or administrative candidates to be interviewed and, if requested, will make arrangements for formal interview. (Consensus utilized in the selection process.)
8. Interviews for supportive staff are arranged by the appropriate supervisor.
9. Principals/supervisor(s) will send a recommendation to Personnel for Board approval of a primary candidate.
10. Personnel will present the primary candidate to the Board of Education for approval.
11. Personnel will send a formal letter (and contract, where applicable) to approved candidate.

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North Hunterdon Voorhees School District

ABOLISH

Regulation 5512 HARASSMENT, INTIMIDATION OR BULLYING INVESTIGATION PROCEDURE (M)

The Board of Education authorizes a prompt investigation of reports and violations and complaints of harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-15(b)6.

The following investigation procedure shall be used for all allegations of harassment, intimidation, or bullying:

1. An investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident and shall be conducted by a school's Anti-Bullying Specialist, in coordination with the Principal.
 - a. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist in the investigation.
2. The investigation shall be completed as soon as possible, but not later than ten school days from the date of the written report of the incident of harassment, intimidation, or bullying.
 - a. In the event that there is information relative to the investigation that is anticipated but not yet received by the end of the ten-day period, the school Anti-Bullying Specialist may amend the original report of the results of the investigation to reflect the information.
3. The results of the investigation shall be reported to the Superintendent of Schools within two school days of the completion of the investigation, and in accordance with regulations promulgated by the State Board of Education pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.).
4. The Superintendent of Schools may decide to provide intervention services, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, order counseling as a result of the findings of the investigation, or take or recommend other appropriate action.
5. The results of each investigation shall be reported to the Board of Education no later than the date of the next Board of Education Meeting following the completion of the investigation, along with information on any services provided, training established, discipline imposed, or other action taken or recommended by the Superintendent.
6. Parents of individual student offenders and targets/victims shall be entitled to receive information about the investigation, in accordance with Federal and State law and regulation, including the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether discipline was imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.
7. A parent may request a hearing before the Board of Education after receiving the information.
 - a. This hearing shall be held within ten school days of the request;
 - b. The Board shall meet in executive session for the hearing to protect the confidentiality of the students; and
 - c. At the hearing the Board may hear from the school Anti-Bullying Specialist about the incident, recommendations for discipline or services, and any programs instituted to reduce such incidents.
8. At the next regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of each investigation to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with the procedures set forth in law and regulation, no later than ninety days after the issuance of the Board's decision.
9. A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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North Hunterdon Voorhees School District