

REGULATION

R 5310 HEALTH SERVICES (M)

M

[See POLICY ALERT Nos. 178, 204, 208, and 230]

R 5310 HEALTH SERVICES

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.
2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.
3. Medical home – means a health care provider, including New Jersey Family Care providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.
4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education and who is not certified as a school nurse by the Department of Education.
5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.



REGULATION

6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.
8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. 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, pursuant to N.J.S.A. 18A:40-4.
2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:
 - a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;
 - b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.



REGULATION

3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:
 - a. In an unlocked location on school property, with an appropriate identifying sign;
 - b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and
 - c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.
 4. The Board of Education shall make accessible information regarding the NJ Family Care Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.
 5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.
 6. Pursuant to N.J.S.A. 18A:40-4.4, a student who presents a statement signed by their parents that such required examinations interfere with the free exercise of their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or to determine their fitness to participate in any health, safety, or physical education course required by law.
- C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)
1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1.



REGULATION

above and prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve.

- a. 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, APN, or PA.
- b. 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 Orthopedic 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) 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:40-41d.
 - (a) 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.



REGULATION

- (2) 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) 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.
- c. 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) Been advised by a licensed physician, APN, or PA not to participate in a sport;
- (2) Sustained a concussion, been unconscious; or lost memory from a blow to the head;
- (3) Broken a bone or sprained, strained, or dislocated any muscles or joints;
- (4) Fainted or blacked out;



REGULATION

- (5) Experienced chest pains, shortness of breath, or heart racing;
 - (6) Had a recent history of fatigue and unusual tiredness;
 - (7) Been hospitalized, visited an emergency room, or had a significant medical illness;
 - (8) Started or stopped taking any over the counter or prescribed medications; or
 - (9) 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.
- d. 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.
- e. The Board shall not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural athletic 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.
- f. The school district shall distribute to a student-athlete and the student-athlete's parent 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 N.J.S.A. 18A:40-41.



REGULATION

- (1) A student-athlete and the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the 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) The Commissioner shall distribute the pamphlet, at no charge, to the school, pursuant to N.J.S.A. 18A:40-41.b.
- D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)
 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school.
 - a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.
 - b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).
 - c. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.
 - d. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (pre-school through grade three), pre-adolescence (grade



REGULATION

four through six), and adolescence (grade seven through twelve).

- E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.
 - 2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.
 - 3. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).
- F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.
- G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)
 - 1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.



REGULATION

2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.
3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.
4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.
5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.
6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.



REGULATION

WARREN HILLS REGIONAL STUDENTS
BOARD OF EDUCATION
R 53101 Page 2 of 2
HEALTH SERVICES (M)

7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Issued: November 11, 2014
Revised: May 23, 2023



POLICY GUIDE

STUDENTS
5570/page 1 of 2
Sportsmanship
Feb 24

[See **POLICY ALERT No. 232**]

5570 SPORTSMANSHIP

The Board of Education requires that all individuals involved in or attending the athletic and intramural programs sponsored by the Board exhibit sportsmanship when representing the school at any athletic event. Sportsmanship is defined as abiding by the rules of the contest as defined or accepted by the participating teams ~~and the gracious acceptance of victory or defeat~~. In exhibiting sportsmanship all participants shall:

1. **Respect** ~~Understand~~ and follow the rules of the contest;
2. Recognize skilled performance of others regardless of affiliation;
3. Display respect for all individuals participating in the athletic event;
4. Treat opponents in an empathetic manner; and
5. Congratulate opponents in victory or defeat.

Unsportsmanlike conduct ~~Failure to exhibit good sportsmanship~~ shall include, but not be limited to, the following ~~conduct~~:

1. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who strikes or physically abuses an official, coach, player, or spectator;
2. Any person (**athletic department, staff member, student athlete, or a fan or spectator associated with the school district**) who intentionally incites participants or spectators to **violent or** abusive action;



POLICY GUIDE

3. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who uses obscene gestures or **profane** or unduly provocative language or action towards officials, coaches, ~~opponents~~, **student-athletes** or spectators;
- ~~4. Any school or athletic staff member who is publicly critical of a game official or opposing coaches and/or players;~~
45. Any person (athletic department, staff member, student athlete, or a fan or spectator associated with the school district) who engages in **harassing verbal or physical** conduct which exhibits bias based on **any of the protected categories listed at N.J.A.C. 6A:7-1.1(a)** ~~race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability; and~~
5. Any school or athletic staff member who is publicly critical of a game official, ~~opponents~~, and/or opposing coaches/players;
- ~~6. Schools or school organizations engaging in pre-event activities of an intimidating nature, e.g. use of fog machines, blaring sirens, unusual sound effects or lighting, or similar activities.~~

Optional

- ~~6~~7. Other conduct judged by the ~~Principal~~ **Director of Athletics & Student Activities (DASA)** or designee, **following consultation with an administrator,** _____ to be unsportsmanlike in character; and ~~†~~

Optional

- ~~7~~8. Any violation of the rules of the New Jersey State Interscholastic Athletic Association.†

Schools are not permitted to conduct pre-meet/game activities of an intimidating nature, e.g., the use of fog machines, the blaring of sirens or loud music/unusual sound effects, strobe/unusual lighting effects, or similar type activities.

Failure to exhibit good sportsmanship may **subject the individual to disciplinary action as deemed appropriate by the Board** ~~result in the Board denying the opportunity for any individual to participate in the athletic program or attend athletic events.~~



POLICY GUIDE

NJSIAA General Information Constitution By-laws Rules and Regulations
2023-2024 Guidelines
N.J.A.C. 6A:7-1.1; 6A:7-1.3

Adopted:



REGULATION

WARREN HILLS REGIONAL BOARD OF EDUCATION

STUDENTS
R 5570/Page 1 of 2
SPORTSMANSHIP

R 5570 SPORTSMANSHIP

Individuals who violate Policy No. 5570, Sportsmanship shall be subject to the following disciplinary actions to be imposed by the ~~Principal~~ **Director of Athletics & Student Activities (DASA)** or designee.

A. Violations shall be dealt with in the following manner:

1. First Offense - warning by the ~~Principal~~ **DASA** or designee, **following consultation with an administrator**. Depending upon the severity of the offense, the ~~principal~~ **DASA** or designee, **following consultation with an administrator** may immediately impose the penalty for a second offense. **Written notice of infraction will be sent by the DASA.**
2. Second Offense - short term suspension from the athletic or intramural program - duration to be determined by the ~~Principal~~ **DASA** or designee, **following consultation with an administrator**, but not to exceed ~~ten school~~ **14 calendar** days.
3. Third Offense - long term suspension - up to one school year from the athletic or intramural program, **as determined by the Superintendent.**
4. Fourth Offense - permanent expulsion from participation in the athletic or intramural program ~~by the Principal~~ **DASA** or designee, **as determined by the Superintendent and approved by the Board of Education.**

B. The determination of the ~~Principal~~ **DASA** or designee may be appealed to the Superintendent who shall make a determination within ten working days.

C. Based upon the level of egregiousness of the violation, a student-athlete may be held accountable and receive consequences, per the Athletic Code of Conduct and/or Team Rules, and not Regulation #5570.

~~C. D.~~ A determination by the Superintendent resulting in a long term suspension or expulsion from the athletic or intramural program may be appealed to the Board which may hold a hearing on the matter and render a determination. ~~of the matter within thirty calendar days.~~



REGULATION

WARREN HILLS REGIONAL BOARD OF EDUCATION

STUDENTS
R 5570/Page 2 of 2
SPORTSMANSHIP

- E. A request for an appeal of consequences must be made in writing and submitted to the School Business Administrator/Board Secretary within Ten (10) calendar days of the notification of consequences. The Board of Education shall hear the appeal at the next regularly scheduled board meeting. The decision and consequences will remain in effect until the determination of the Board of Education is rendered.

Issued: 19 January 2010
Revised: 6 November 2012
Revised:



6630 ATHLETIC FUND

The Board of Education directs the establishment of an athletic fund for the financial administration of the interscholastic athletic program. Moneys may be collected from and disbursed for only the interscholastic athletic program duly approved by the Board of Education.

The Board will facilitate the interscholastic athletic program by providing sufficient funds to overcome any deficit existing in the athletic fund at the conclusion of the school year.

The Director of Athletics and Student Activities shall be responsible for the administration of the athletic fund. The fund will be audited annually and will be administered under appropriate accounting controls. The books of account will include income and expenses separately for each approved athletic program.

~~All gate receipts must be turned in to the Director of Athletics and Student Activities. All monies will be deposited into the athletic checking account within 72 hours.~~

All event ticketing and gate receipts will be collected through an online, electronic ticketing system. All tickets, funds and receipts will be auto-generated and visible to the School Business Administrator and Director of Athletics and Student Activities in real-time. Deposits from ticket sales will occur immediately and be deposited in the general fund account.

All payments for supplies, equipment, and services for the interscholastic athletic program will be made in accordance with established purchasing procedures of the district. Purchase orders for goods and services purchased through the athletic fund will be approved by the Director of Athletics and Student Activities and the Business Administrator. Disbursements from the athletic fund will be made by check and approved by the Director of Athletics and Student Activities and Business Administrator.

At the conclusion of each athletic program, the Director of Athletics and Student Activities shall maintain a complete inventory of all equipment and supplies.

N.J.S.A. 18A:19-14; 18A:23-2
Adopted: January 19, 2010
Revised: March 10, 2015
Revised: April 4, 2017



6660 STUDENT ACTIVITY FUND (M)

M

The Board of Education authorizes the establishment of a student activity account for funds derived from events and activities of pupil organizations and to account for the accumulation of money to pay for pupil group activities. The Board of Education may establish individual student activity accounts within a student activity account by Board resolution.

Student activity funds are maintained under the jurisdiction of the Board of Education and are under the supervision of the School Business Administrator/Board Secretary.

Funds collected for a student activity shall be turned into the board office and deposited in the bank within seventy-two hours or the next school day after collection. Student activity funds shall be maintained in a secured and locked location prior to being deposited in the bank.

All event ticketing and gate receipts will be collected through an online, electronic ticketing system. All tickets, funds and receipts will be auto-generated and visible to the School Business Administrator and Director of Athletics and Student Activities in real-time. Deposits from ticket sales will occur immediately and be deposited in the general fund account.

The student activity funds shall be maintained in an interest-bearing bank account separate from all other Board of Education funds and shall be classified by school in the event only a single student activity account is established for all schools in the district.

All student activity fund receipts shall be detailed and recorded by the individual student activity showing the date, source, purpose, and amount. The administrator of the student activity account shall provide a written receipt to the individual student activity advisor or coordinator when any student activity funds are turned in for deposit. A copy of these written receipts shall be maintained by the administrator of the student activity account and shall be traceable to the actual receipts or groups of receipts. All bank deposits shall agree with the copies of the written receipts for all deposits.



All requests for disbursements from the student activity account shall be submitted to the school's administrator of the student activity account and must be supported by a claim, bill, invoice, or written order. All disbursements from the student activity account shall be recorded chronologically by school and individual student activity showing date, vendor, check number, purpose, and amount. All disbursements shall be made by check requiring at least two signatures as authorized and approved by Board of Education resolution.

The student activity account shall be reconciled with the student activity bank account on a monthly basis and if the School Business Administrator designated an administrator of a student activity account, a copy of the reconciliation shall be submitted to the School Business Administrator/Board Secretary for review and approval. The bank account reconciliation shall be completed in accordance with the procedures and requirements established by the School Business Administrator/Board Secretary. Copies of canceled checks, bank statements, and bank account reconciliations shall be retained for examination by the licensed public school accountant as part of the annual audit required under N.J.S.A. 18A:23-1 et seq. and stated in N.J.A.C. 6A:23A-16.2(i).

Borrowing funds from any student activity account is prohibited. In addition, the Board of Education shall not be responsible for the protection of and the accounting for funds collected by any teacher or pupil for an outside school organization. In addition, the Board of Education shall not approve such funds for deposit in a student activity account.

Any funds accumulated in an individual student activity account that are unexpended or unallocated for use after the student activity is no longer active, discontinuance of the activity

or a class has graduated shall revert to the next year's graduating class or as determined by the Business Administrator in consultation with the Director of Athletics and Student Activities.

N.J.S.A. 18A:19-14; 18A:23-2

N.J.A.C. 6A:23A-16.12

Adopted: January 19, 2010
Revised: February 10, 2015
Revised: October 4, 2016
Revised: June 20, 2017



POLICY GUIDE

OPERATIONS

8420/page 1 of 6

Emergency and Crisis Situations

June 24

M

[See POLICY ALERT Nos. 189, 191, 221, 224, 227, and 233]

8420 EMERGENCY AND CRISIS SITUATIONS

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district ~~shall will~~ develop and implement comprehensive ~~written~~ plans, procedures, and mechanisms ~~that to~~ provide for **safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum:** the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, **in accordance with N.J.A.C. 6A:16-5.1(a).**

Pursuant to N.J.S.A. 18A:41-6, "sSchool security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and **other** community resources, as appropriate, in the development of the ~~school~~ district's plans, procedures, and mechanisms for school safety and security **in accordance with N.J.A.C. 6A:16-5.1(b).** The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education. **The plans, procedures, and mechanisms** shall be reviewed annually; and updated as appropriate.

Pursuant to N.J.S.A. 18A:41-15, in developing its district wide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in



POLICY GUIDE

OPERATIONS

8420/page 2 of 6

Emergency and Crisis Situations

nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the district wide school safety and security plan for

communicating the individual needs of each student with a disability, when appropriate and in compliance with the “Family Educational Rights and Privacy Act of 1974,” (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the ~~school district’s~~ school safety and security plan shall be disseminated to all ~~school district~~ employees **pursuant to N.J.A.C. 6A:16-5.1(c)**. New employees shall receive a copy of the school ~~district’s~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The ~~school~~ district shall develop and provide an in-service training program for all ~~school district~~ employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the ~~school~~ district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive ~~the this~~ in-service training, ~~as appropriate~~, within sixty days of the effective date of their employment. **The This in-service training program for all employees shall be reviewed annually and updated; as appropriate.**

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. **In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.**

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time



POLICY GUIDE

OPERATIONS

8420/page 3 of 6

Emergency and Crisis Situations

employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications,

accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room; when located above the first story of a building, shall have at least one fire drill



POLICY GUIDE

OPERATIONS

8420/page 4 of 6

Emergency and Crisis Situations

and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs., ~~and shall require all teachers of all schools,~~ **Employees of the district**, whether occupying buildings of one or more stories, ~~shall to keep all exterior doors and exits of their respective rooms and buildings unlocked during the school hours,~~ **except locked at all times except when necessary to comply with the**

requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. **All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk.** Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual ~~fire or~~ school security emergency that occurs at a school during the month ~~and~~ that includes activities which are the equivalent of a drill shall be considered a **school security** drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. **In accordance with N.J.S.A. 18A:41-7a.,** ~~n~~Notwithstanding any other provision of law to the contrary, the ~~school~~ district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals



POLICY GUIDE

OPERATIONS

8420/page 5 of 6

Emergency and Crisis Situations

that may induce panic or a traumatic response from a student or school district employee;

5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, **pursuant to N.J.S.A. 18A:41-7a.c.**

The ~~school~~ district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the ~~school~~ district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, **pursuant to N.J.S.A. 18A:41-7a.d.**

The ~~school~~ district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, **pursuant to N.J.S.A. 18A:41-7a.e.**



POLICY GUIDE

OPERATIONS

8420/page 6 of 6

Emergency and Crisis Situations

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The ~~school~~ district will be required to annually submit a security drill statement of assurance **attesting to the completion of monthly school security drills** to the New Jersey Department of Education/**County Office of Education** by June 30 of each school year, **in accordance with N.J.A.C. 6A:30 App.A.** Each school in the district will be required to complete **and retain** a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;

18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; **6A:30 App.A.**



POLICY GUIDE

NO longer "Mandated"
Abolish ?

COMMUNITY
9140/page 1 of 2
Citizens Advisory Committees
Mar 23
M

[See POLICY ALERT No. 230]

9140 CITIZENS ADVISORY COMMITTEES

The **Board of Education** encourages ~~success of the school system depends, to a large extent, on open channels of communication between the school district community and the community at large. Citizens advisory committees may be are particularly useful in keeping the Board of Education and the administration informed with regard to community opinion and in representing the community in the study of specific school problems.~~

The Board may establish **a citizens advisory committees** ~~as standing committees to serve in a liaison function to provide input to the Board and the administration from between the local community and the schools, as permanent committees~~ for funded programs as the law requires; and as the **Board sees fit** need arises.

In creating a new **citizens** advisory committee, the Board **may shall** appoint: members of the community who are able and interested in the subject and concerned about the schools; ~~appoint~~ members who represent a wide range of community interests and backgrounds; ~~appoint~~ a chairperson; and ~~appoint~~ one or more Board members; and **school staff members** ~~to serve as ex officio members.~~ **The Board President or designee and the Superintendent or designee shall serve as members of the citizens advisory committee.**

In charging a new **citizens** advisory committee, the Board shall define the **citizens advisory** committee assignment in writing, set a date for ~~a preliminary and final report(s) to the Board~~, and establish a budget, **if needed**. Expenditures of district funds by **a citizens** advisory committees ~~as standing committees to serve advisory committees~~ shall be made **only** upon the approval of the **Superintendent**

Recommendations of ~~an~~ **citizens** advisory committee shall not reduce the responsibility of the Board, which may accept, ~~or~~ reject, **or modify a citizens advisory committee's** recommendation(s) in the exercise of its statutory discretion.



POLICY GUIDE

COMMUNITY
9140/page 2 of 2
Citizens Advisory Committees

Meetings of ~~an~~ **citizens** advisory committee that are ~~open to or~~ attended by fewer than a majority of the members of the Board are not subject to the Open Public Meetings Act

Choose only one of the following:

☐ but shall

☐ and need not

be open to the public, except as expressly permitted by the Board.

~~N.J.A.C. 6:30-1.5; 6:31-1.14(b)~~
~~20 U.S.C.A. 3801 et seq.~~

~~Cross reference: Policy Guide Nos. 5520, 7440~~

