

POLICY GUIDE

PROGRAM

2415.30/page 1 of 5

Title I – Educational Stability for Children in Foster Care

Nov 16

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[See POLICY ALERT No. 210]

2415.30 TITLE I – EDUCATIONAL STABILITY FOR CHILDREN IN FOSTER CARE

The Federal Every Student Succeeds Act (ESSA), which reauthorized the Elementary and Secondary Education Act (ESEA), initiated protections for children in foster care that further enhanced the requirements of the Fostering Connections to Success and Increasing Adoptions Act of 2008 (Fostering Connections Act). These provisions require school districts to work with child welfare agencies to ensure the educational stability of children in foster care. New Jersey statutes support and implement Federal legislation and require New Jersey's child welfare agencies and school districts to collaborate and to keep children placed in foster care in the same school when their living placements change if remaining in that school is in the child's best interest. The educational stability of children in foster care is the joint responsibility of both the educational and child welfare systems.

The Supervisor of Pupil Services shall be designated as the Board of Education's point of contact person for all matters related to the educational stability for children in foster care. The point of contact person for the school district shall not be the same person designated as the school district liaison for the education of homeless children.

For the purpose of this Policy, "child welfare agency" shall be the New Jersey Department of Children and Families.

For the purpose of this Policy, "foster care" means twenty-four hour substitute care for children placed away from their parents and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions, and pre-adoptive homes.

For the purpose of this Policy, "school of origin" is the school district in which the child is enrolled at the time of placement in foster care or the school district of residence as per N.J.S.A. 30:4C-26 and N.J.S.A. 18A:7B-12.

A child in foster care shall remain in his/her school of origin if it is determined to be in the best interest of the child for the duration of time in foster care.



POLICY GUIDE

PROGRAM

2415.30/page 2 of 5

Title I – Educational Stability for Children in Foster Care

If a student attending the school district in accordance with the provisions of N.J.S.A. 18A:38-1 et seq. is placed in foster care, the school district contact person will collaborate with child welfare agencies to determine whether it is in the child's best interest to remain in the school district taking into consideration all factors relating to the child's best interest. These factors shall include the appropriateness of the current educational setting and proximity of placement (ESEA Section 1111(g)(1)(E)(i)). These factors may include, but are not limited to:

1. Preferences of the child;
2. Preferences of the child's parent(s) or educational decision maker(s);
3. The child's attachment to the school, including meaningful relationships with staff and peers;
4. The proximity of the resource family home to the child's present school;
5. The age and grade level of the child as it relates to the other best-interest factors;
6. The needs of the child, including social adjustment and well-being;
7. The child's performance, continuity of education, and engagement in the school the child presently attends;
8. The child's special education programming if the child is classified;
9. The point of time in the school year;
10. The child's permanency goal and likelihood of reunification;
11. The anticipated duration of the placement;
12. Placement of the child's sibling(s);



POLICY GUIDE

PROGRAM

2415.30/page 3 of 5

Title I – Educational Stability for Children in Foster Care

13. Influence of the school climate on the child, including safety;
14. The availability and quality of the services in the school to meet the child's educational and socioemotional needs;
15. History of school transfers and how they have impacted the child;
16. How the length of the commute would impact the child, based on the child's developmental stage;
17. Whether the child is a student with a disability under the Individuals with Disabilities Act (IDEA) who is receiving special education and related services or a student with a disability under Section 504 who is receiving special education or related aids and services and, if so, the availability of those required services in a school other than the school of origin; and
18. Whether the child is an English language learner (ELL) and is receiving language services, and, if so, the availability of those required services in a school other than the school of origin, consistent with Title VI and the Equal Educational Opportunities Act of 1974 (EEOA).

The school district's contact person will discuss these factors and will make every effort to gather meaningful input and participation from the relevant parties, including appropriate school personnel, in the best-interest determination.

Eligible students with disabilities retain their right to receive a free appropriate public education in the least restrictive environment. When making a best-interest determination regarding the educational placement of a student with a disability under IDEA and Section 504, the Board must ensure that all required special education and related services are provided in the least restrictive placement where the child's unique needs, as described in the student's Individualized Education Program (IEP) or Section 504 Plan, can be met. The school district will identify and assess all potential ELL students and provide all ELL students, including ELL students in foster care, with a language assistance program that is educationally sound and proven successful. When a best-interest determination is made for an ELL student in foster care, the Board of Education will comply with its obligations under Title VI and the EEOA.



POLICY GUIDE

PROGRAM

2415.30/page 4 of 5

Title I – Educational Stability for Children in Foster Care

To the extent feasible, a child shall remain in his/her school of origin until a final best-interest determination is made. The child welfare agency will notify the school district of origin of the child's school placement after collaboration with the Board of Education's point of contact person and after the child's best-interest determination has been made. If a change of school is recommended by the child welfare agency, the new school shall immediately contact the school of origin to obtain relevant academic and other records of the foster care child. The financial responsibility for the payment of tuition for a foster care child placed outside the school district of origin and attending school outside the school district of origin shall be determined by the Commissioner of Education in accordance with N.J.S.A. 18:7B-12 – Determination of District of Residence.

A foster care child who has been placed in this district and exits foster care during the school year will not be permitted to continue in this school district for the remainder of the school year. The parent(s)/legal guardian(s) of the child may petition the Board to allow the child to complete the school year in accordance with terms and conditions outlined in Policies 5118 and 5111.

In the event there is a disagreement regarding school placement for a child in foster care, the school district will comply with the legal requirements for resolving the dispute. A parent can appeal a best-interest determination whenever the child changes schools.

Children placed in foster care outside the school district of origin, attending a school in that district, will be provided transportation to and from school in accordance with N.J.A.C. 6A:27-6.1 et seq. and the Transportation Policy of that district. The district of origin is financially responsible for transportation costs to and from school.

Children placed in foster care outside the school district of origin, but remaining in a school within the school district of origin, shall receive transportation to and from school on a "cost-efficient" manner and in accordance with Section 475(4)(A) of the Social Security Act for the duration of the time the child is in foster care. The district of origin is financially responsible for transportation costs to and from school.

The cost of transportation shall not be considered when determining the best interest of the child.



POLICY GUIDE

PROGRAM

2415.30/page 5 of 5

Title I – Educational Stability for Children in Foster Care

Section 475(4)(A) of the Social Security Act provides guidance on “cost-effective” transportation as it relates to the cost of reasonable travel for foster care children placed outside the school district of origin to their school of origin indicating: the child may be dropped off at a bus stop just within the school district of origin to be transported to a school in the district of origin; the school district may offer a public transportation option; the foster care parents or other families may be willing to drive the child to school in the school district of origin; the school district may utilize pre-existing bus routes or stops close to the out-of-district foster care placement that cross school district boundaries; or the foster care child may be eligible for transportation under other Federal or State requirements.

In the event there is a disagreement regarding transportation for a child in foster care, the school district will comply with the New Jersey Department of Education requirements for resolving the dispute. The Board of Education shall provide or arrange for adequate and appropriate transportation for foster care children while any disputes are being resolved.

In all cases regarding student data and records, the Board of Education will comply with all statutory requirements to protect student privacy, including Family Education Rights and Privacy Act (FERPA), and all other privacy requirements under Federal laws, State statutes, and administrative codes.

N.J.S.A. 18A:7B-12

N.J.S.A. 30:4C-26

New Jersey Department of Education Memorandum dated October 4, 2016 –
Ensuring Educational Stability for Children in Foster Care

United States Departments of Education and Health and Human Services – Non-Regulatory Guidance - Ensuring Educational Stability for Children in Foster Care – June 23, 2016



POLICY GUIDE

STUDENTS
5339/page 1 of 3
Screening for Dyslexia
Jun 16
M

[See POLICY ALERT Nos. 204, 206 and 209]

5339 SCREENING FOR DYSLEXIA

In accordance with the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board of Education shall ensure each student enrolled in the school district who has exhibited one or more potential indicators of dyslexia or other reading disabilities is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to the provisions of N.J.S.A. 18A:40-5.2. This screening shall be administered no later than the student's completion of the first semester of the second grade.

In the event a student enrolls in the district in Kindergarten through grade six and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2, the Board shall ensure the newly-enrolled student is screened for dyslexia and other reading disabilities using a screening instrument selected pursuant to N.J.S.A. 18A:40-5.2. This screening shall be administered at the same time other students enrolled in the student's grade are screened for dyslexia and other reading disabilities or, if other students enrolled in the student's grade have previously been screened, within ninety calendar days of the date the student is enrolled in the district. The screenings shall be administered by a teacher or other teaching staff member properly trained in the screening process for dyslexia and other reading disabilities.

For the purposes of this Policy, "dyslexia" **means** is a specific learning disability that is ~~neurological~~ **neurobiological** in origin. It is characterized by difficulties with accurate and/or fluent word recognition and by poor spelling and decoding abilities. These difficulties typically result from a deficit in the phonological component of language that is often unexpected in relation to other cognitive abilities and the provision of effective classroom instruction. Secondary consequences may include problems in reading comprehension and reduced reading experience that can impede growth of vocabulary and background knowledge.

For the purposes of this Policy, "potential indicators of dyslexia or other reading disabilities" means indicators that include, but shall not be limited to, difficulty in acquiring language skills; inability to comprehend oral or written language; difficulty in rhyming words; difficulty in naming letters, recognizing letters,



POLICY GUIDE

STUDENTS
5339/page 2 of 3
Screening for Dyslexia

matching letters to sounds, and blending sounds when speaking and reading words; difficulty recognizing and remembering sight words; consistent transposition of number sequences, letter reversals, inversions, and substitutions; and trouble in replication of content.

In accordance with the provisions of N.J.S.A. 18A:40-5.2(a), the Commissioner of Education shall distribute to each Board of Education information on screening instruments available to identify students who possess one or more potential indicators of dyslexia or other reading disabilities. The Commissioner shall provide information on the screening instruments appropriate for Kindergarten through grade two students and on screening instruments that may be suitably used for older students. The Board shall select and implement age-appropriate screening instruments for the early diagnosis of dyslexia and other reading disabilities.

In accordance with provisions of N.J.S.A. 18A:40-5.2(b), the Commissioner shall also develop and distribute to each Board of Education guidance on appropriate intervention strategies for students diagnosed with dyslexia or other reading disabilities.

In the event a student is determined, through the screening conducted in accordance with N.J.S.A. 18A:40-5.3, to possess one or more potential indicators of dyslexia or other reading disabilities pursuant to the provisions of N.J.S.A. 18A:40-5.1 et seq., the Board shall ensure the student receives a comprehensive assessment for the learning disorder. In the event a diagnosis of dyslexia or other reading disability is confirmed by the comprehensive assessment, the Board shall provide appropriate evidence-based intervention strategies to the student, including intense instruction on phonemic awareness, phonics and fluency, vocabulary, and reading comprehension.

In accordance with the provisions of N.J.S.A. 18A:6-131, general education teachers in grades Kindergarten through three, special education teachers, basic skills teachers, English as a second language teachers, reading specialists, learning disabilities teacher consultants, and speech-language specialists are required to complete at least two hours of professional development each year on the screening, intervention, accommodation, and use of technology for students with reading disabilities, including dyslexia. The Board may make these professional development opportunities available to other instructional or support staff members as the Board deems appropriate. This requirement for professional



POLICY GUIDE

STUDENTS
5339/page 3 of 3
Screening for Dyslexia

development in reading disabilities may be part of the twenty hours of annual professional development required by N.J.A.C. ~~6A:9-et-seq~~ **6A:9C et seq.** Documentation of teachers' fulfillment of this professional development requirement shall be maintained in the district.

N.J.S.A. 18A:40-5.1; 18A:40-5.2; 18A:40-5.3; 18A:40-5.4;
18A:6-131

Adopted:



POLICY GUIDE

STUDENTS

5514/page 1 of 1

Student Use of Vehicles **on School Grounds**

Jun 16

[See **POLICY ALERT Nos. 96 and 209**]

5514 STUDENT USE OF VEHICLES ON SCHOOL GROUNDS

The safety of students, staff members, school visitors, and others while on school grounds is of significant importance to the Board of Education. A student's use of a vehicle and/or other modes of transportation on school grounds has the potential to present a safety hazard for the student operator and to other students, staff members, school visitors and others while on school grounds.

Students are permitted to ride bicycles only to the following schools in the school district: Whitehouse School, Three Bridges School, Holland Brook School, and Readington Middle School. Students riding bicycles to school must comply with all applicable State and local laws for operating a bicycle. The Principal of each school may develop school rules for the operation of the student's bicycle on school grounds. Students must park and lock their bicycles in an area outside the school building designated by the Principal. A bicycle may not be brought into the school building without the Principal's permission.

Students are not permitted to bring non-motorized skateboards, scooters, roller skates, or any other non-motorized mode of transportation on school grounds during the school day.

Students are not permitted to bring any motorized bicycle, skateboard, scooter, roller skates, hoverboard, or any other motorized mode of transportation on school grounds during the school day.

The Principal of each school building may revoke the privilege of a student's use of any vehicle or mode of transportation permitted by this Policy for the student's failure to follow the provisions of this Policy and any requirements of State or local law or any school rule. The Board of Education assumes no responsibility for the loss, damage, or theft of any vehicle or any mode of transportation permitted on school grounds in accordance with this Policy.

Adopted:



REGULATION GUIDE

STUDENTS

R-5514/page 1 of 5

Student Use of Vehicles

Jun 16

ABOLISHED

[See POLICY ALERT Nos. 144 and 209]

R-5514 STUDENT USE OF VEHICLES

A. ~~Use of Bicycles~~

~~The use of bicycles for travel to and from school by students in grades _____ through _____ is permitted in accordance with Policy No. 5514 and the following rules:~~

- ~~1. Bicycles must be in sound condition and equipped with:
 - ~~a. A rear reflector;~~
 - ~~b. A bell or other signaling device other than a siren or whistle;~~
 - ~~c. Brakes;~~
 - ~~d. A lock and chain; and~~
 - ~~e. If the bicycle will be used after dark, a white front lamp and red rear lamp, each visible from at least 500 feet.~~~~
- ~~2. The operator may not permit a second person to ride on the bicycle with him/her.~~
- ~~3. The operator will keep his/her hands on the handlebars and feet on the pedals while the bicycle is being operated on the street.~~
- ~~4. The operator will not "hitch" a ride on any moving vehicle.~~
- ~~5. The operator will walk the bicycle while on school premises.~~
- ~~6. The operator will store his/her bicycle in a rack provided at the school. Students are advised to keep bicycles locked when not in use.~~
- ~~7. The operator will wear a biker's helmet.~~



REGULATION GUIDE

STUDENTS

R-5514/page 2 of 5

Student Use of Vehicles

Optional

~~(If Roller Skates/Blades and/or Skate Boards Permitted in Policy)~~

~~{Use of Roller Skates/Blades and/or Skate Boards~~

~~The use of roller skates/blades and/or skateboards for travel to and from school by students in grades _____ through _____ is permitted in accordance with Policy No. 5514 and the following rules:~~

- ~~1. Roller skates/blades and/or skateboards must be in sound condition.~~
- ~~2. The operator may not permit a second person to ride on the roller skates/blades and/or skateboards with him/her.~~
- ~~3. The operator will walk the skateboard while on school premises and remove roller skates/blades before entering the school building.~~
- ~~4. The operator will store his/her roller skates/blades and/or skateboards in their school locker or other designated location in the school.~~
- ~~5. The operator will wear a properly fitted and fastened helmet which meets the standards determined by State law. The parent(s) or legal guardian(s) may be fined in accordance with State law for their child under the age of 14 years old for failing to wear an approved helmet while operating a roller skates/blades and/or skateboards.}~~

Optional

- ~~{6. Helmets must be worn by persons fourteen years of age and under.}~~

~~B. Permission to Ride a Bicycle~~

- ~~1. Students will obtain a permission slip from the school office.~~
- ~~2. Permission slips must be signed by a parent(s) or legal guardian(s) and returned to the school office.~~
- ~~3. Permission slips will be retained on file by the school office.~~



REGULATION GUIDE

STUDENTS

R-5514/page 3 of 5

Student Use of Vehicles

Optional

~~{Permission to Use Roller Skates/Blades and/or Skate Boards~~

- ~~1. Students will obtain a permission slip from the school office.~~
- ~~2. Permission slips must be signed by a parent(s) or legal guardian(s) and returned to the school office.~~
- ~~3. Permission slips will be retained on file by the school office.}~~

C. Use of Automobiles

~~The use of automobiles for travel to and from school by students who have attained the legal age to drive independently is permitted in accordance with Policy No. 5514 and the following rules:~~

- ~~1. Automobiles must be registered and inspected by the State of New Jersey and properly insured.~~
- ~~2. Automobiles must be registered in the office of the Principal in accordance with paragraph D.~~
- ~~3. No student may operate or park an automobile on school premises during the school day without a sticker issued and affixed in accordance with paragraph D5.~~
- ~~4. A student who drives an automobile to and from school may transport only other members of his/her family, except with the express permission of the Principal.~~
- ~~5. Automobiles must be parked in the parking area provided at the school building; students' automobiles must not be parked or left standing in fire zones or in areas designated for staff and visitor parking.~~
- ~~6. Permission for the use of an automobile is granted only for travel to and from school. The use of the automobile by students participating in field trips, sports events, performances, and out-of-school instructional assignments is permitted only with the express permission of the Principal.~~



REGULATION GUIDE

STUDENTS

R-5514/page 4 of 5

Student Use of Vehicles

7. ~~Once parked, an automobile may be visited during the school day only with the permission of the Principal.~~
8. ~~Driving on school grounds must not exceed _____ (number not to exceed 15) miles per hour. Automobiles must be driven with caution at all times.~~
9. ~~Any accident involving an automobile registered with the Principal, occurring anywhere, must be promptly reported to the _____.~~

D. ~~Permission to Operate an Automobile~~

1. ~~The parent(s) or legal guardian(s) of the student or adult student seeking permission to drive an automobile to and from school must submit written application for permission to the _____. The application will include:~~
 - a. ~~The student's name and driver's license number,~~
 - b. ~~The reason for the necessity of driving to school,~~
 - c. ~~The make, model, year, color, and registration number of the automobile,~~
 - d. ~~The name of the insurance carrier and the insurance number, and~~
 - e. ~~Evidence that the student has successfully completed a driver training course.~~
2. ~~The student intending to operate the automobile will review and sign a copy of the rules governing the use of automobiles for travel to and from school.~~
3. ~~The Principal will make an independent determination, through the Department of Motor Vehicles (1-609-292-6500), that the student's driver's license has not been suspended.~~
4. ~~The Principal will personally inspect the student's driver's license, the automobile registration card, and the automobile insurance certificate. Copies of these documents will be made and kept in the student's file along with the application form.~~



REGULATION GUIDE

STUDENTS

R-5514/page 5 of 5

Student Use of Vehicles

5. ~~When an application has been approved, the Principal will issue the student a sticker to be affixed on the _____ (location) of the automobile.~~

E. ~~Revocation of Permission~~

1. ~~The permission to use a bicycle or automobile for travel to and from school is a privilege summarily revocable by school officials when the permittee:~~
- a. ~~Violates the rules set forth in this regulation or an express order of the Principal;~~
 - b. ~~Has been expelled from school or suspended for a period exceeding _____ school days;~~
 - c. ~~Has been convicted of a moving vehicle driving practices;~~
 - d. ~~Has engaged in any unsafe or careless driving practices;~~
 - e. ~~Has committed an act of vandalism or theft; or~~
 - f. ~~Has received a failing grade in any subjects in one marking period.~~
2. ~~Driving privileges may be reinstated by the _____ no earlier than _____ (three months, the second marking period, other) after the suspension or revocation, on the parent(s) or legal guardian(s) or adult student's reapplication and on the _____'s finding that the student has maintained a satisfactory record of school citizenship.~~

Optional

- [3. ~~Permission to use roller skates/blades and/or a skateboard may be suspended or revoked by the Principal or designee when in his/her judgment a student has violated the rules governing their use. The Principal or designee shall determine the duration of the suspension or the need for permanent revocation.~~]

Issued:



POLICY GUIDE

PROPERTY

7481/page 1 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

Jun 16

[See POLICY ALERT No. 209]

7481 UNMANNED AIRCRAFT SYSTEMS (UAS also known as DRONES)

The Board of Education is concerned for the safety of all staff members, students, parents, community members, and visitors while on school grounds. The Board of Education recognizes the operation of an unmanned aircraft system (UAS) on school grounds or flying an unmanned aircraft on or over school grounds presents a public safety issue as school grounds are populated many hours of the day by students, staff members, parents, and community members.

An unmanned aircraft system is the unmanned aircraft and all the associated support equipment, control station, data links, telemetry, communications and navigation equipment, etc. necessary to operate the unmanned aircraft. The unmanned aircraft is the flying portion of the system by a pilot via a ground control system, or autonomously through the use of an on-board computer, communication links and any additional equipment that is necessary for the unmanned aircraft to operate safely. A model aircraft is considered an unmanned aircraft.

The Board of Education prohibits the operation of an unmanned aircraft system on school grounds, the launching or landing of an unmanned aircraft on school grounds, or the flying of an unmanned aircraft over school grounds at all times. However, the Board of Education may authorize the use of an unmanned aircraft system on school grounds for an approved school district purpose.

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by a contractor must be approved by the Board of Education. Such request must include documentation (to include: the pilot's certificate, medical certification, aircraft registration, etc.) supporting the contractor's compliance with all applicable Federal Aviation Administration regulations and any State and local laws for the operation of an unmanned aircraft system and proof of insurance coverage for the specific use as required by the Board of Education. The minimum insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.



POLICY GUIDE

V PROPERTY

7481/page 2 of 2

Unmanned Aircraft Systems (UAS also known as Drones)

The use of an unmanned aircraft system on school grounds for school district purposes that is owned and operated by the Board of Education or owned and operated by a student and used in an approved school district program must be operated under the supervision of a school district staff member(s). The unmanned aircraft system shall only be operated on school grounds and the unmanned aircraft shall only be launched or landed on school grounds or flown over school grounds. The Superintendent or designee shall approve the specific activity(ies) or event(s) in which an unmanned aircraft system may be used. The Superintendent or designee shall ensure the use of a school district-owned or student-owned unmanned aircraft system is in compliance with all applicable Federal Aviation Administration regulations and State and local laws for the operation of an unmanned aircraft system. In addition, the Superintendent or designee shall ensure the Board of Education has insurance coverage for the use or operation of an unmanned aircraft system. The insurance coverage shall be determined by the Board after consultation with the Board's insurance company and Board Attorney.

The Board of Education will take appropriate action in accordance with Federal Aviation Administration regulations and/or any State and local laws against any violations of the provisions of this Policy.

Adopted:



POLICY GUIDE

OPERATIONS

8441/page 1 of 2

Care of Injured and Ill Persons

Jun 16

M

[See POLICY ALERT Nos. 93, 172 and 209]

8441 CARE OF INJURED AND ILL PERSONS

The Board of Education ~~directs the Superintendent to~~ **will provide for the** prompt and appropriate medical attention for students, staff members, or visitors who are injured or become ill on school **grounds premises** or **during a** at school sponsored events, **activity, or field trip.**

Any injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, the Building Principal **or designee**, ~~who will determine whether an emergency exists.~~ Immediate steps may be taken as necessary to remove the injured or ill person from ~~imminent~~ danger and/or **to** prevent exacerbation of the **injury or illness disability.** ~~Basic Routine~~ first aid ~~will~~ **may** be administered by district personnel ~~as necessary to ensure the safety and comfort of the injured or ill person until the school nurse or other medical professional arrives on the scene.~~

The parent(s) ~~or legal guardian(s)~~ of an injured or ill student and, if necessary, the family of an injured or ill staff member or ~~adult~~ visitor will be notified promptly ~~and tactfully~~ of the injury or illness **and the ongoing health status of the injured or ill person.** If the school nurse or school **physician** ~~medical inspector~~ or, in the absence of both, the Principal **or designee**, determines ~~that the injured or ill person should receive~~ **be removed from school for rest and/or treatment at home or for a medical examination from** consultation with ~~a~~ **their medical professional** ~~private physician~~, the parent(s) ~~or legal guardian(s)~~, or family member **will** ~~shall~~ be **required to remove the injured or ill person from the school or school event or activity** ~~requested to provide transportation.~~ **In the event a serious health emergency occurs on school grounds or during a school sponsored event, activity, or field trip, emergency medical assistance will be contacted.**

In the event it is determined by the school nurse and/or a medical professional that a student shall be immediately transported to a hospital or other emergency medical facility, a school staff member, if a parent or their designee is not on the scene, shall accompany the student to a hospital or other emergency medical facility.



POLICY GUIDE

OPERATIONS

8441/page 2 of 2

Care of Injured and Ill Persons

Optional

~~{A team of school district employees shall be assembled by the Principal in each school building and shall be trained and annually retrained in first aid procedures. Both the initial training of first aid team members and annual refresher courses will be at Board expense. The names of the first aid team members will be submitted to the Superintendent and distributed to all employees assigned to the school building. First aid team members shall assist the school nurse and may administer first aid in the absence of the school nurse.}~~

~~In a serious emergency requiring immediate medical attention, an ambulance may be summoned for transportation to a hospital or the school nurse may drive the injured or ill person to the hospital.~~

~~The school nurse(s) Superintendent shall, in consultation with the school physician, medical inspector and school nurse, will develop prepare standing orders basic emergency first aid procedures for the emergency treatment of an injury injuries or illness in the event a school staff member may be in the position to provide emergency first aid until the school nurse or other medical professional arrives on the scene and disabilities by the school nurse and regulations for the handling of injured and ill persons by all other school employees. All district personnel will be briefed annually on the regulations governing the handling of injured and ill persons.~~

~~Injuries and disabilities that occur in the course of the athletic program are subject to the provisions of Policy No. 2431 and implementing regulations. Student disabilities attributable to substance abuse will be handled in accordance with Policy No. 5530. Injuries that occur in the course of school bus transportation will be handled in accordance with regulations implementing Policy No. 8630.~~

~~N.J.S.A. 18A:40-3~~

~~N.J.A.C. 6A:16-1.4(a)1; 6A:16-1.4(a)2; 6A:16-1.4(a)3 6A:16-2.1(a)4~~

Adopted:



REGULATION GUIDE

OPERATIONS
R 8441/page 1 of 16
Care of Injured and Ill Persons
Jun 16
M

[See POLICY ALERT Nos. 117 and 209]

R 8441 CARE OF INJURED AND ILL PERSONS

A. **Injuries and/or Illness Requiring Immediate Attention**

These regulations apply when a ~~person~~ student, staff member, ~~or~~ visitor, **or other person** on school **grounds** ~~premises~~ or **during** ~~in the course of a~~ school-sponsored event, **activity**, or field trip is injured or becomes suddenly ill. ~~A The school staff member or other responsible adult present who takes charge should act quickly but not hastily~~ **shall take charge under these circumstances until the school nurse or another medical professional arrives on the scene.**

1. The injury or illness shall be reported immediately to the school nurse or, in the absence of the school nurse, to the Principal **or designee**. ~~The report may be made directly (over an intercom) or by another adult or by a student messenger.~~
2. If it is ~~clearly~~ evident that the illness or injury is serious **and immediate medical attention may be required**, emergency medical assistance shall be immediately summoned by a telephone call to 911.
3. The **injured or ill person** ~~victim~~ shall be examined for **any obvious injuries or health problems** ~~breathing obstructions, bleeding, and broken bones.~~
4. The **injured or ill person** ~~victim~~ shall be checked for the presence of a necklace or bracelet that identifies a particular medical problem ~~such as diabetes or epilepsy.~~
5. The **injured or ill person** ~~victim~~ **shall** ~~will~~ not be moved, except as may be ~~absolutely~~ necessary to remove the person from a dangerous environment. ~~If necessary, furniture or equipment will be moved to permit space around the victim.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 2 of 16

Care of Injured and Ill Persons

6. The **injured or ill person** ~~victim~~ should be made as comfortable as possible, without moving him/her; ~~by loosening binding clothing and providing warm coverings.~~
7. No food or liquid should be given to the ~~victim~~ **injured or ill person** except on the orders of **the school nurse or another a medical health** professional.
8. The **injured or ill person** ~~victim~~ **shall** ~~should~~ be **informed when emergency medical assistance has been contacted** ~~calmed with assurances that he/she is receiving or is about to receive aid.~~

B. Emergency First Aid Procedures

1. **The school nurse or other medical professional will administer emergency first aid to an injured student, staff member, or visitor.**
2. **In the event the school nurse or other medical professional is not available or before the school nurse or other medical professional arrives, the school staff member or other adult in charge may administer basic first aid to the injured or ill person until the school nurse or other trained medical professional arrives.**
 - a. **The school nurse will develop, in consultation with the school physician, basic emergency first aid procedures in the event a school staff member may be in the position to provide emergency first aid to an injured or ill person until the school nurse or other medical professional arrives on the scene.**
 - b. **The school nurse will make such basic emergency first aid procedures available to school staff members.**

~~The school nurse shall administer the following emergency first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly or the victim's illness or injury is so serious as to warrant immediate attention, these first aid procedures may be followed by the responsible adult present.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 3 of 16

Care of Injured and Ill Persons

1. ~~ALLERGIC REACTIONS~~

~~The victim may show sudden blotchy swelling of the skin (hives) and mucous membranes, difficulty in breathing, wheezing, increased pulse rate, nausea, abdominal cramps, vomiting, fall in blood pressure with weak pulse.~~

~~The use of a single dose auto-injector for epinephrine may be indicated. The school nurse or trained teacher shall decide whether or not to administer the appropriate dose.~~

~~In a severe allergic (anaphylaxis) reaction, the victim should be taken immediately to hospital emergency services or a doctor's office.~~

2. ~~BLEEDING, SEVERE~~

a. ~~Apply direct pressure with a sterile compress, if available; if no compress is available, the gloved or otherwise protected hand or fingers may be used until a compress can be obtained.~~

b. ~~Unless there is evidence of a fracture, a severe wound of the hand, neck, arm, or leg should be elevated above the level of the victim's heart.~~

c. ~~Apply pressure on the supplying artery if severe bleeding does not stop after application of direct pressure plus elevation.~~

d. ~~A tourniquet may be used only for a severe, life-threatening hemorrhage that cannot be controlled by other means. The decision to use a tourniquet may be made only by a health professional.~~

3. ~~BREATHING OBSTRUCTION~~

a. ~~Tilt the victim's head, clear the airway, and begin mouth-to-mouth or mouth-to-nose breathing immediately.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 4 of 16

Care of Injured and Ill Persons

~~—— Initially, give four quick, full breaths without allowing the lungs to fully deflate between each breath.~~

b. ~~—— Maintain the head tilt and look, listen, and feel for exhalation of air. Check the carotid pulse for at least five but no more than ten seconds.~~

e. ~~—— If there is no pulse and no breathing, cardiopulmonary resuscitation (CPR) should be commenced by a person trained to give CPR.~~

d. ~~—— If there is a pulse but no breathing, mouth-to-mouth breathing should be continued until the victim breathes spontaneously.~~

4. ~~—— BURNS, MAJOR~~

~~The victim has sustained a second or third degree burn, i.e. has burned the epidermis and underlying dermis and perhaps underlying tissues, possibly over a large area; the skin will appear red and blistered or, in a very serious burn, white or blackened.~~

a. ~~—— If the burn was caused by exposure to a chemical,~~

(1) ~~—— Flush the affected area under cool running water for at least fifteen minutes;~~

(2) ~~—— Apply any first aid measures specified on the chemical container;~~

(3) ~~—— Cover the burn with a cool, wet dressing; and~~

(4) ~~—— Take the victim to hospital emergency services.~~

b. ~~—— If the burn is a second degree burn that covers an area less than two or three inches across,~~

(1) ~~—— Rinse the burn with cool water and gently wash and rinse the burned area;~~



REGULATION GUIDE

OPERATIONS

R 8441/page 5 of 16

Care of Injured and Ill Persons

- (2) — ~~Spray with an antiseptic spray and cover with a sterile dressing;~~
- (3) — ~~Do not apply ointments, petroleum jelly, margarine, grease, oil, or butter; and~~
- (4) — ~~Do not break blisters to avoid the risk of infection.~~
- e. — ~~If the burn affects an area more than two or three inches across or is a third-degree burn,~~
 - (1) — ~~Immerse the burned area in cold water or apply cold compresses to the affected area to bring skin temperature back to normal, and~~
 - (2) — ~~Wrap the victim loosely in a clean sheet and transport him/her to hospital emergency services or, if the burn affects more than ten percent of the body, to a specialized burn facility.~~

5. — CONCUSSION

~~The victim may be dazed or unconscious, bleed from mouth, nose or ears; have rapid but weak pulse; have eye pupils unequal in size; complain of headache and dizziness; be nauseated or vomiting;~~

- a. — ~~Keep victim lying down and warmly covered.~~
- b. — ~~Ice may be applied to head.~~
- c. — ~~Medical attention must be sought to determine extent of injury.~~

6. — CONVULSION OR SEIZURE

- a. — ~~Protect the victim from self injury by lying him/her down, preferably on a padded surface, and loosen his/her clothing.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 6 of 16

Care of Injured and Ill Persons

- b. — Turn the victim's head to one side to keep the airway open and permit saliva to flow out of the mouth. If possible, place a rolled-up handkerchief or other soft object (not a hard object) between the upper and lower teeth. Do not place a finger in the victim's mouth or try to force open the victim's clenched jaws.
- c. — Do not restrain the victim unless gentle restraint is necessary to prevent self-injury.
- d. — If vomiting occurs, turn the head so that vomitus is expelled from the mouth and is not inhaled.
- e. — If the seizure continues for more than a few minutes or recurs in a short time, summon an ambulance.

7. — INSULIN SHOCK

The victim may have a sudden onset of weak, drowsy appearance; moist and pale skin; drooling; intense hunger; vision disturbance; normal or shallow respirations; full and pounding pulse; irritability;

- a. — Administer some kind of carbohydrate, which can be in the form of sugar, fruit juice, candy, sugared soda pop (not artificially sweetened). If the victim has lost consciousness, honey or granulated sugar should be placed under the victim's tongue.
- b. — After symptoms have subsided (in ten to fifteen minutes), offer the victim a food snack.
- c. — If the symptoms do not subside, the victim should be taken to a hospital emergency service.

8. — DIABETIC COMA

The victim may have an extremely ill appearance, dry flushed skin, intense thirst, exaggerated respiration with hunger for air, weak and rapid pulse, dimming of vision, and acetone or fruity odor on breath. A person in diabetic coma must be taken immediately to a hospital emergency service.



REGULATION GUIDE

OPERATIONS

R 8441/page 7 of 16

Care of Injured and Ill Persons

9. ~~HEAT EXHAUSTION~~

~~The victim may have pale, clammy skin, rapid and weak pulse, weakness, headache, nausea, cramps of abdomen or limbs.~~

- ~~a. The victim should lie down with his/her head lower than the body.~~
- ~~b. The victim should be protected from chilling.~~
- ~~e. If the symptoms do not subside, the victim should be taken to a hospital emergency service.~~

10. ~~POISONING~~

- ~~a. Contact the Poison Control Center by calling 911 for instructions. Be prepared to give information regarding the substance and amount ingested and the state of the victim.~~
- ~~b. If the Poison Control Center cannot be consulted and the poison can be identified with certainty and its original container is available, administer the antidote specified on the container in the method and dosage recommended and seek medical assistance.~~
- ~~c. If the poison is unknown, dilute the poison by requiring the victim to drink quantities of water or milk.~~
- ~~d. If the poison is not corrosive or a petroleum product (see paragraph B10e) and the victim is not unconscious, induce vomiting by:
 - ~~(1) Administering one to two tablespoons of Ipecac Syrup followed by water, or~~
 - ~~(2) Inserting a spoon handle or finger in the victim's throat to produce a gag reflex.~~~~



REGULATION GUIDE

OPERATIONS

R 8441/page 8 of 16

Care of Injured and Ill Persons

- e. ~~If the poison is a corrosive substance (drain cleaner, lye, bleach, or other acid or alkali product) or a petroleum product, do not induce vomiting. Burns on or in the mouth may indicate a corrosive substance and a smell of petroleum on the victim's breath indicates a petroleum product.~~
- f. ~~Remove the victim, along with the container of the substance ingested and any vomitus, to hospital emergency services.~~

11. ~~SHOCK~~

~~The victim may be drained of color and have a clammy skin, weak and rapid pulse, irregular or labored breathing, perspiration on upper lip and forehead. Victim may be nauseated and/or thirsty.~~

- a. ~~Keep the victim covered and lying down, with feet raised higher than the heart.~~
- b. ~~Loosen tight clothing and keep the victim comfortably warm.~~
- c. ~~If the victim is conscious, has no abdominal injury, and is not vomiting, the victim may be given fluid.~~

C. ~~Routine First Aid Care~~

~~The school nurse shall administer the following routine first aid procedures, as appropriate to the victim's illness or injury. If the school nurse or other health professional is not available or cannot be summoned quickly, these first aid procedures may be followed by the responsible adult present.~~

1. ~~ABDOMINAL PAIN~~

- a. ~~Take the victim's temperature and pulse rate.~~
- b. ~~Check for recent history of nausea, vomiting, and food ingestion and whether victim has had appendectomy.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 9 of 16

Care of Injured and Ill Persons

e. ~~Require victim to lie down for rest period.~~

d. ~~If pain does not diminish or intensifies, notify parent(s) or legal guardian(s) or the school physician.~~

2. ~~ABRASIONS AND LACERATIONS~~

a. ~~Wash area gently with bland soap and cool water, rinsing carefully.~~

b. ~~Apply an approved antiseptic.~~

c. ~~Cover area with a light protective adhesive bandage.~~

3. ~~BITES and STINGS~~

a. ~~A wound resulting from the bite of an animal—dog, cat, hamster, mouse—should be treated as follows:~~

(1) ~~Wash wound immediately with soap under running water. Apply an antiseptic and an antibiotic.~~

(2) ~~If the wound is severe or a puncture wound, cleanse and send victim to hospital emergency services.~~

(3) ~~Attempt to identify and capture animal.~~

b. ~~A wound resulting from the bite of a human being should be washed and treated by a physician.~~

c. ~~A bee sting should be treated as follows:~~

(1) ~~Remove the stinger by scooping it out of the skin.~~

(2) ~~Apply an ice pack or flush with cold water.~~

(3) ~~Apply calamine lotion or cream to ease itching and swelling.~~

(4) ~~If severe allergic reaction occurs, take the victim to hospital emergency services.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 10 of 16

Care of Injured and Ill Persons

4. ~~BLISTERS (other than those caused by burns)~~

- a. ~~Apply a light protective bandage.~~
- b. ~~Do not break; allow tissues to absorb fluid.~~
- c. ~~If blister ruptures, wash with antiseptic and water and apply sterile dressing.~~

5. ~~BOILS~~

- a. ~~Apply dry dressing.~~
- b. ~~If boil has erupted, cleanse area and apply sterile dressing.~~

6. ~~BRUISES~~

- a. ~~Apply cold compresses or ice to bruised area.~~
- b. ~~If bruise is black eye, examine student's eye and cheek victim for head injury.~~

7. ~~BURNS, MINOR~~

- a. ~~Cool burned area under cold running water or with application of cold compress.~~
- b. ~~Encourage victim to drink fluids.~~

8. ~~DIARRHEA~~

- a. ~~Take the victim's temperature.~~
- b. ~~Call parent(s) or legal guardian(s).~~

9. ~~DISLOCATIONS~~

- a. ~~Apply ice or cold compress.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 11 of 16

Care of Injured and Ill Persons

b. ~~If possible, e.g., in the dislocation of a finger joint, apply a splint.~~

c. ~~Notify student's parent(s) or legal guardian(s).~~

d. ~~Take victim to hospital emergency services or a doctor's offices.~~

10. ~~EARACHE~~

a. ~~Check victim's temperature and examine ear.~~

b. ~~Place small piece of cotton gently in outer orifice to provide warmth and/or comfort.~~

c. ~~Call parent(s) or legal guardian(s).~~

11. ~~FAINTING~~

a. ~~Recline victim to lying position on his/her back. Loosen clothing for comfort.~~

b. ~~Check victim for pulse rate and breathing; if necessary, apply CPR.~~

c. ~~Permit victim to recover slowly.~~

d. ~~If recovery does not occur in reasonable period of time or other symptoms indicate possibly complications, take victim to hospital emergency services.~~

12. ~~FOREIGN OBJECTS~~

a. ~~If the object is in the eye,~~

(1) ~~Wash hands and examine the inner surface of the lower lid by pulling lid gently down.~~

(2) ~~Remove object with slightly moistened swab.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 12 of 16

Care of Injured and Ill Persons

- (3) — ~~If object has not been removed, pull upper lid down over lower lid so that tears may wash object to corner of eye.~~
- (4) — ~~Eye may be flushed with clean running water to dislodge object.~~
- (5) — ~~If object remains, take victim to hospital emergency services or doctor's office.~~
- b. — ~~If the object is in the ear,~~
 - (1) — ~~Use tweezers to remove any soft object that is clearly visible.~~
 - (2) — ~~Tilt the victim's head so that affected ear is downward and gently shake the victim's head.~~
 - (3) — ~~Place oil in ear only to immobilize an insect in the victim's ear.~~
 - (4) — ~~If object remains, take victim to hospital emergency services or doctor's office.~~
- c. — ~~If the object is in the nose,~~
 - (1) — ~~Use tweezers to remove any soft object that is clearly visible.~~
 - (2) — ~~Have victim gently blow his/her nose once or twice to attempt to dislodge the object.~~
 - (3) — ~~If object remains, take victim to hospital emergency services or doctor's office.~~
- d. — ~~When a foreign object has been swallowed or is in the victim's air passages,~~
 - (1) — ~~Apply the Heimlich maneuver.~~
 - (2) — ~~Remove victim to hospital emergency services.~~



REGULATION GUIDE

OPERATIONS

R 8441/page 13 of 16

Care of Injured and Ill Persons

13. FRACTURES

a. When the fracture is simple (no wound or break in skin),

- (1) Support the fracture with a splint or bandage, as required.
- (2) Take the victim to hospital emergency services or a doctor's office.

b. When the fracture is compound (punctures the skin),

- (1) Take measures to stop the bleeding and apply a protective dressing to the wound.
- (2) Provide support but do not move or handle the injured part until the bone has been splinted.
- (3) Summon the ambulance and keep victim warm and comfortable.

c. When the fracture occurs to the skull (to be suspected when the victim is unconscious or semiconscious after a blow to the head) or to the neck or spinal column,

- (1) Do not move the victim; be careful to keep neck in alignment with the rest of the spine.
- (2) Control any bleeding with gentle direct pressure.
- (3) If it is absolutely necessary to move victim (to remove him/her from a life-threatening situation), first place victim on board or other firm object, with head, neck, and spine in alignment and immobilized.
- (4) Summon an ambulance to take the victim to hospital emergency services.



REGULATION GUIDE

OPERATIONS

R 8441/page 14 of 16

Care of Injured and Ill Persons

14. HEADACHE

- a. Ascertain how and when the headache started, the length of time it has persisted, and what medication, if any, has been taken.
- b. Take victim's temperature.
- c. Have victim rest for ten minutes.
- d. Offer fluid and apply ice pack to back of head.
- e. In case of frequent recurring headaches or complicating symptoms, notify parent(s) or legal guardian(s).

15. MENSTRUAL DISCOMFORT

- a. Have victim rest and apply heating pad for thirty minutes.
- b. If a physician's permission has been given, administer analgesic.
- c. If pain is severe, notify parent(s) or legal guardian(s).

16. NOSEBLEEDS (not associated with head injury)

- a. Have victim sit with head angled slightly forward so that blood cannot run back into the throat.
- b. If bleeding is from one nostril only, press that nostril toward the center; if from both nostrils, pinch nostrils together five to ten minutes. Ask victim to breathe through the mouth.
- c. If bleeding persists when pressure is removed, make twist of sterile gauze or clean cloth and insert in nostril(s). Reapply pressure for ten minutes.
- d. If bleeding stops, gently remove packing after thirty to sixty minutes.
- e. If bleeding cannot be stopped or recurs frequently, notify parent(s) or legal guardian(s) or take victim to doctor's office.



REGULATION GUIDE

OPERATIONS

R 8441/page 15 of 16

Care of Injured and Ill Persons

17. — POISON IVY, OAK, SUMAC

- a. — If person has recently been exposed to toxic plant, wash exposed skin area with soap and rinse thoroughly.
- b. — After rash appears, apply calamine lotion to lessen itching and burning.
- c. — Weeping rash should be covered with a dressing. Victim with weeping rash should be excluded from school.

18. — SORE THROAT

- a. — Check victim's temperature.
- b. — Observe throat for infection, redness, swollen tonsils, and the like.
- c. — If fever or complicating symptom is present, notify parent(s) or legal guardian(s).

19. — SPLINTERS

- a. — Cleanse area with soap and water, followed by alcohol.
- b. — Remove visible splinter with tweezers or sterile needle and cleanse area again. Apply antiseptic and light protective adhesive bandage.
- c. — If splinter is imbedded, do not remove. Notify parent(s) or legal guardian(s).

20. — SPRAIN

- a. — Eliminate all stress on the injured part.
- b. — Keep the area raised, elevated on a pillow or sling.
- c. — Apply ice pack or cold compresses to the injured part to keep swelling down.



REGULATION GUIDE

OPERATIONS

R 8441/page 16 of 16

Care of Injured and Ill Persons

d. — ~~Bandage with elastic bandage for support.~~

e. — ~~Notify parent(s) or legal guardian(s).~~

21. — TEETH

a. — ~~Apply a mild analgesic (Anbesol) to a mild toothache if physician's or dentist's permission has been granted.~~

b. — ~~If the toothache is severe, notify the parent(s) or legal guardian(s) and suggest dental care. A cold pack may be applied for temporary relief.~~

c. — ~~If a tooth is broken or is knocked out, notify the parent(s) or legal guardian(s).~~

d. — ~~A permanent tooth knocked out should be placed in water or a clean wet cloth and sent with the victim to a dentist immediately.~~

~~This regulation shall not be in effect unless it has the specific approval of the School Medical Inspector.~~

Adopted:



POLICY GUIDE

OPERATIONS
8454/page 1 of 3
Management of Pediculosis
Jun 16

[See POLICY ALERT No. 209]

8454 MANAGEMENT OF PEDICULOSIS

The Board of Education recognizes the need to maintain a healthy learning environment for all children in the school district. One way to maintain this healthy learning environment is to manage pediculosis, a condition of a person having head lice. Head lice are very small insects that have claws that cling to hair and spend their entire life cycle on the heads of people. Head lice do not spread any diseases and having head lice is not prevented by personal or household cleanliness, use of shampoos, or length of hair. All social and economic groups can be affected by head lice. Because it is very difficult to totally prevent head lice infestations in schools where children come into close head-to-head contact with each other frequently, the Board of Education authorizes appropriate steps to manage pediculosis.

A student who is found to have active head lice will not be permitted to attend school until there are no active lice in the student's hair, proof of treatment has been provided to the nurse, and until all live and/or dead head lice are removed from the student's hair as confirmed by an examination by the school nurse.

The Board recognizes parents have the primary responsibility for the detection and treatment of head lice and school staff members will work in a cooperative and collaborative manner to assist all families in managing pediculosis. The school nurse will compile a Management of Pediculosis Information Packet. The Board of Education's Management of Pediculosis Information Packet and this Policy will be provided to parents of children identified with active head lice or nits and be made available to all parents upon request. The Information Packet will include information about identifying, treating, and managing pediculosis.

The presence of nits (the eggs of lice) without active head lice will not prohibit a child from attending school provided proof of treatment has been provided to the nurse and there is no evidence of active head lice in the student's hair.

If the school nurse determines a student has active head lice or nits, the parent shall be notified by the school nurse as soon as reasonably possible. The parent will be provided a copy of the district's Management of Pediculosis Information Packet and this Policy. The school nurse will advise the parent that prompt treatment of active head lice and/or nits is in the best interest of their child and treatment shall be required before the student can return to school. The school



POLICY GUIDE

OPERATIONS

8454/page 2 of 3

Management of Pediculosis

nurse will determine to send the child home or have the child remain at school for the remainder of the school day based on the comfort of the child, the degree of the infestation, and the likelihood of the spread of head lice to other students. If the school nurse cannot contact the parent a letter from the school nurse informing the parent of the presence of active head lice or nits will be sent home with the student. In the event the parent cannot be reached on the day it is determined their child has active head lice or nits, the parent will be required to contact the school nurse the next school day to review the Board Policy, the Management of Pediculosis Information Packet, and treatment options.

The following action will be taken to prevent the spread of head lice in district schools:

1. Grades Pre-Kindergarten through Five – When a single case of active head lice has been identified by the school nurse, parents of all children in a class will be notified by the school nurse. The Principal will send home a copy of a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy to all parents of children in the class.
 - a. The information provided to parents will clearly notify parents that treatment should only be performed on their child if active head lice or nits are found in their child's scalp and treatment should not be applied as a preventative measure. This notification will inform parents they are expected to notify the school nurse if they find active head lice or nits in their child's scalp. The school nurse will perform a head check of any student if requested by the parent.
 - b. The school nurse will perform head checks of all students in a classroom where there are three or more active head lice cases or nits in the same classroom within a two week period.
2. Grades Six through Eight – When a single case of active head lice has been identified by the school nurse, parents of children in a class or on a team may be sent a Head Lice Alert Notice, the school district's Management of Pediculosis Information Packet, and this Policy at the discretion of the Principal or designee and the school nurse. Parents may request information regarding head lice



POLICY GUIDE

OPERATIONS

8454/page 3 of 3

Management of Pediculosis

from the school nurse. The school nurse will perform a head check of any student if requested by the parent.

When a case of active head lice has been identified by the school nurse, the school nurse shall perform a head check of any of the infested student's siblings in the school. If a sibling(s) attends a different school in the district, the school nurse in the sibling's school will be notified and the school nurse may conduct a head check of the sibling(s). In addition, anytime the school nurse has identified active head lice, the school nurse may conduct a head check of other students in the school who are most likely to have had head-to-head contact with the infested child. All other students to be checked shall be identified by the school nurse in consultation with the school administration.

Each school in the district will make available to parents the district's Management of Pediculosis Policy.

All school staff members will maintain a sympathetic attitude and will not stigmatize and/or blame families who experience difficulty with control measures. All school staff members will act responsibly and respectfully when dealing with members of the school and broader community regarding issues of head lice.

Each school in the district will educate and encourage children and parents to learn about head lice in an attempt to remove any stigma or to prevent any harassment, intimidation, and bullying associated with this issue. Any instances of harassment, intimidation, and bullying shall be reported and investigated in accordance with the provisions of the district's Harassment, Intimidation, and Bullying Policy.

A student excluded from school for reasons outlined in this Policy shall be re-admitted only upon the examination and approval of the Principal or designee and the school nurse. The examination for re-admittance to school by the school nurse may be, but is not required to be, in the presence of the student's parent.

Cases of active head lice will be recorded by the school nurse in each school for the purpose of tracking incident rates and mandatory reporting of outbreaks will be done according to the New Jersey Department of Health criteria for reporting outbreaks.

Adopted:



POLICY GUIDE

OPERATIONS

8630/page 1 of 3

Bus Driver/Bus Aide Responsibility

Jun 16

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[See POLICY MEMO No. 67]

[See POLICY ALERT Nos. 164, 205 and 209]

8630 BUS DRIVER/BUS AIDE RESPONSIBILITY

The Board of Education requires all school bus drivers and bus aides employed by the district or employed by a contracted school bus company to be reliable persons of good moral character who possess the qualifications necessary to perform the duties of the position. Anyone driving a school bus used to transport students to and from school and school related activities must meet all requirements of N.J.S.A. 18A:39-17, 18, 19.1, and 20 and all New Jersey Motor Vehicle Commission (NJMVC) rules governing school bus drivers. All school bus drivers must possess the appropriate license and endorsement(s) to drive a school bus in the State of New Jersey and are subject to all the Federal and State requirements to maintain the appropriate license.

School bus drivers and bus aides shall meet criminal history background check requirements pursuant to N.J.S.A. 18A:6-7.1 et seq. and tuberculin testing requirements pursuant to applicable State statutes and administrative codes. School bus drivers and bus aides shall be considered under the Federal Family Educational Rights and Privacy Act (FERPA) to be school officials who have a legitimate educational interest to parts of a student's record relating to transportation, without parental consent, as outlined in N.J.A.C. 6A:27-12.1(j)1.

A Commissioner of Education-developed training program on proper procedures for interacting with students with special needs shall be administered to all school bus drivers and bus aides in accordance with the requirements of N.J.S.A. 18A:39-19.2. This training program must be administered in accordance with the provisions of N.J.S.A. 18A:39-19.3.a. and all school bus drivers and bus aides must file a certification with the Board of Education that the individual has completed the training program within five business days of its completion. The Board shall retain a copy of the certificate for the duration of the individual's employment and shall file a copy of the certification to the Department of Education in accordance with the provisions of N.J.S.A. 18A:39-19.3.b.

School bus drivers and bus aides shall receive training in the use of a student's educational records and in their responsibility to ensure the privacy of the student and his or her records. In addition, permanent and substitute school bus drivers and bus aides shall be trained for the functions of their positions and in a safety education program as outlined in N.J.A.C. 6A:27-11.2(b) and (c).



POLICY GUIDE

OPERATIONS

8630/page 2 of 3

Bus Driver/Bus Aide Responsibility

In accordance with the provisions of N.J.S.A. 18A:39-28, school bus drivers must visually inspect the school bus they are assigned at the end of the transportation route to determine that no student has been left on the bus.

The school bus driver shall be in full charge of the school bus at all times and shall be responsible for maintaining order. The school bus driver will never exclude a student from the school bus, but if unable to manage a student, the school bus driver will report the unmanageable student to the Principal or designee of the school in which the student attends.

The Principal or designee, upon such report from the school bus driver, may assign appropriate discipline. The discipline may include excluding the student from the bus. The student's parent shall provide for the student's transportation to and from school during the time of exclusion.

In the event of an emergency, school bus drivers shall follow procedures established by this Board. School administrators shall organize and conduct emergency exit drills at least twice within the school year for all students who are transported to and from school. All other students shall receive school bus evacuation instruction at least once per year. School bus drivers and bus aides shall participate in the emergency exit drills, which shall be conducted on school property and shall be supervised by the Principal or person assigned to act in a supervisory capacity. Drills shall be documented in the minutes of the Board of Education at the first meeting following completion of the emergency exit drill in accordance with the provisions of N.J.A.C. 6A:27-11.2(d).

In accordance with the provisions of N.J.S.A. 18A:39-19.4, a Commissioner-developed student information card shall be completed by a parent of a student with an Individualized Education Plan (IEP), who receives transportation services, when the IEP is developed or amended. Upon receiving consent from the parent, the student information card shall be provided to a school bus driver and bus aide for each student on the bus route to which the school bus driver or bus aide is assigned for whom a student information card has been completed by the parent.

The school bus driver will immediately inform the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation following an accident that involves injury, death, or property damage. The school bus driver must also complete and file within ten



POLICY GUIDE

OPERATIONS

8630/page 3 of 3

Bus Driver/Bus Aide Responsibility

days of the accident the Preliminary School Bus Accident Report prescribed by the Commissioner of Education. In addition to the Preliminary School Bus Accident Report, the driver of a school bus involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500, shall complete and file within ten days after such accident a motor vehicle accident report in accordance with N.J.S.A. 39:4-130.

School bus drivers are prohibited from using a cellular, ~~or other wireless telephone,~~ **or other electronic communication device** while operating a school bus unless the school bus is parked in a safe area off a highway or in an emergency situation pursuant to N.J.S.A. 39:3B-25. A school bus driver who violates this policy provision is subject to fines pursuant to N.J.S.A. 39:3B-25.

School bus drivers are responsible for the safety of their students and shall rigorously observe all motor vehicle laws and regulations and State Board of Education rules in the operation of their school bus.

N.J.S.A. 18A:25-2; 18A:39-28

N.J.S.A. 39:3B-25

N.J.A.C. 6A:27-11.1 et seq.; 6A:27-12.1 et seq.

Adopted:



REGULATION GUIDE

OPERATIONS
R 8630/page 1 of 12
Emergency School Bus Procedures
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[See POLICY ALERT Nos. 164, 205 and 209]

R 8630 EMERGENCY SCHOOL BUS PROCEDURES

A. Staff Training

1. The Board of Education will administer a safety education program for all permanent and substitute school bus drivers and bus aides. At a minimum, the training shall include:
 - a. Student management and discipline;
 - b. School bus accident and emergency procedures;
 - c. Conducting school bus emergency exit drills;
 - d. Loading and unloading procedures;
 - e. School bus stop loading zone safety;
 - f. Inspecting the school vehicle for students left on board the bus at the end of a route; and
 - g. The use of student's educational records, including the district's responsibility to ensure the privacy of the student and his or her records, if applicable.
2. The **Board of Education** ~~district shall~~ **will** administer a safety education program to school bus drivers that includes defensive driving techniques and railroad crossing procedures.
3. **The Board of Education will administer a Commissioner of Education-developed training program on proper procedures for interacting with students with special needs in accordance with the provisions of N.J.S.A. 18A:39-19.2 for all school bus drivers and school bus aides:**



REGULATION GUIDE

OPERATIONS

R 8630/page 2 of 12

Emergency School Bus Procedures

- a. In the case of a school bus driver or aide who is employed prior to the development and availability of the training program, the Board shall administer the training program to the individual no later than one hundred and eighty days after the training program is made available by the Commissioner;
- b. In the case of a school bus driver or aide who is employed after the development and availability of the training program, the Board shall administer the training program to the individual prior to that individual operating a school bus or serving as an aide on a school bus;
- c. In accordance with the provisions of N.J.S.A. 18A:39-19.3b., the Board of Education shall require a school bus driver or school bus aide employed by the Board to file a certification with the Board that the individual has completed the training program required as per N.J.S.A. 18A:39-19.2 within five business days of its completion. The Board shall retain a copy of the certification for the duration of the individual's employment, and shall forward a copy of the certification to the Department of Education; and/or
- d. Contractors that provide student transportation services under a contract with the Board of Education shall comply with the requirements of N.J.S.A. 18A:39-19.2 and 19.3.

B. Emergency Bus Evacuation Drills

1. The Principal of each school shall organize and conduct emergency bus exit drills at least twice each school year for students who are transported to and from school and all other students shall receive school bus evacuation instruction at least once within the school year.
2. School bus drivers and bus aides shall participate in the emergency exit drills.



REGULATION GUIDE

OPERATIONS

R 8630/page 3 of 12

Emergency School Bus Procedures

3. Bus exit drills will be conducted on school property and shall be supervised by the Principal or by a person assigned to act in a supervisory capacity. The drills will be conducted when weather is conducive to safety and preferably when the bus arrives at school with a full complement of students.
4. The portion of the drill involving the use of the rear emergency door, which requires students to jump from the bus to the ground does need not to be performed by every student and may be demonstrated by others.
5. The school bus driver or supervisor of the drill shall:
 - a. Describe and demonstrate the use of kick-out windows and split-sash windows;
 - b. Describe the location and use of flares, flags, fire ax, and other emergency equipment;
 - c. Give instruction in the opening and closing of front and rear doors, turning off the ignition switch, and setting and releasing the emergency brake;
 - d. Explain that the bus will be evacuated by the front door when the bus is damaged in the rear and by the rear door when the front door is blocked;
 - e. Demonstrate the use of the emergency exit door;
 - f. Instruct students that lunches and books should be left on the bus in the evacuation procedure;
 - g. Encourage older, bigger students to assist younger, smaller students in their exit from the bus;
 - h. Have students leave the bus one row at a time, left and right sides alternating, in a prompt and orderly fashion;



REGULATION GUIDE

OPERATIONS

R 8630/page 4 of 12

Emergency School Bus Procedures

- i. Instruct students to group a safe distance away from the bus and to wait in that place until directed by the driver, a police officer, or other adult in authority;
 - j. Tolerate no student misbehavior in the conduct of the drill; the failure of any student to follow directions must be reported to the Principal; and
 - k. Provide any other training that will protect the safety of the students in the event the bus needs to be exited due to an emergency.
6. In accordance with the provisions of N.J.A.C. 6A:27-11.2(d), emergency bus evacuation drills shall be documented in the minutes of the Board at the first meeting following completion of the emergency exit drill. The minutes shall include, but are not limited to, the following:
- a. The date of the drill;
 - b. The time the drill was conducted;
 - c. The school name;
 - d. The location of the drill;
 - e. The route number(s) included in the drill; and
 - f. The name of the Principal or assigned person(s) who supervised the drill.

C. Additional Precautions

- 1. School bus drivers may, depending on the age of the students on a bus route, discuss with the students additional safety precautions that may be taken in the event of a bus emergency. The safety precautions to be discussed shall be approved by the Transportation Supervisor.



REGULATION GUIDE

OPERATIONS

R 8630/page 5 of 12

Emergency School Bus Procedures

2. **In accordance with the provisions of N.J.S.A. 18A:39-19.4, the Commissioner of Education shall develop a student information card that includes information that should be readily available to a school bus driver and school bus aide for the purpose of promoting proper interaction with a student with special needs. The parent of a student with an Individualized Education Plan (IEP) shall complete the student information card when the IEP is developed or amended for a student who receives transportation services.**
 - a. **Upon receiving consent from a student's parent, the school district shall provide a copy of the completed student information card to a school bus driver and school bus aide for each student on the bus route to which the school bus driver or school bus aide is assigned.**
32. School bus drivers shall attend training workshops offered by the New Jersey Department of Education and this school district and shall be trained in first aid.
43. Each school bus shall be equipped with:
 - a. A list of the students assigned to that bus;
 - b. A first aid kit approved by the school nurse and inspected regularly by the school bus driver;
 - c. Several emergency notice cards on which are printed the telephone numbers of the appropriate police department, the receiving school, and an emergency medical service and on which is provided a space for writing the location of a disabled school bus and the name of the bus driver;
 - d. Flags or flares or other warning devices; and
 - e. Any other equipment or supplies determined to be included on the school bus by the administration.



REGULATION GUIDE

OPERATIONS
R 8630/page 6 of 12
Emergency School Bus Procedures

54. Each school bus driver shall:
- a. Inspect his/her bus for possible hazards or safety concerns before driving the bus each day;
 - b. Keep aisles and passageways clear at all times;
 - c. Maintain student discipline on the bus;
 - d. Prohibit the presence of any non-service animal, firearm, ammunition, weapon, explosive, or any other dangerous or illegal material or object on the school bus;
 - e. Report promptly to the Transportation Supervisor any potential driving hazard on his/her route, such as construction, road work, etc.;
 - f. Report promptly to the Transportation Supervisor any deviation in the bus route or schedule;
 - g. Drive ~~at safe~~ **within** speeds **limits** at all times and exercise extraordinary care in inclement weather;
 - h. Know and obey all motor vehicle laws and regulations and State Board of Education regulations;
 - i. Not smoke, eat, or drink while in or operating the bus at any time or perform any act or behave in any manner that may impair the safe operation of the school bus;
 - j. Visually inspect the school bus at the end of each transportation route to determine that no student has been left on the bus; and
 - k. Not allow a student on board a school bus unless the bus driver or other employee of the Board or school bus contractor is also on board the bus. This shall not apply when a school bus driver leaves the bus to assist in the boarding or exiting of a disabled student or in the case of an emergency.



REGULATION GUIDE

OPERATIONS
R 8630/page 7 of 12
Emergency School Bus Procedures

D. General Emergency Rules

1. School bus drivers are responsible for the safety of the students on their bus. In the event of an emergency, school bus drivers must exercise responsible leadership. The safety and well-being of students must be the drivers' paramount consideration. School bus drivers shall stay with their students until another school staff member, law enforcement officer, or a first responder can assume responsibility for the safety of the students.
2. School bus drivers may not leave the school bus when children are aboard except in an emergency and, then, only after they have turned off the engine, removed the ignition key, and safely secured the school bus.
3. A school bus must be evacuated when:
 - a. There is a fire in the engine or any other portion of the bus;
 - b. There is a danger of fire because the bus is near an existing fire or a quantity of gasoline or other highly combustible material and is unable to move away;
 - c. The bus is disabled for any reason and:
 - (1) Its stopping point is in the path of a train or is adjacent to a railroad track;
 - (2) A potential exists for the position of the bus to shift thus endangering students; or
 - (3) The stopping point (e.g., on a hill, curve, or near an obstruction) fails to provide oncoming traffic with at least 300 feet visibility of the bus, thus creating the danger of a collision;
 - d. The risk of remaining in the bus poses a greater safety risk than evacuating the bus.



REGULATION GUIDE

OPERATIONS

R 8630/page 8 of 12

Emergency School Bus Procedures

4. When a school bus is evacuated, students shall leave the bus by the exit(s) and in the manner that affords maximum safety in the circumstances.
5. Students who have been evacuated from a school bus shall be moved to a safe place and distance from the bus and remain there until the driver or, if the driver is incapacitated, another person in authority has determined that no danger remains or until other alternative safety provisions can be made.
6. No student shall be allowed to request a ride with a passerby or proceed to walk home or leave the scene without the specific approval of the bus driver, a police officer, or other person in authority.
7. In the event a school bus is disabled in the course of providing student transportation, the driver, or a responsible person designated by the driver, will notify the Transportation Supervisor of the number and location of the bus and the circumstances of the disability. The Transportation Supervisor will make arrangements for the safety of the students.

E. Specific Emergency Situations

1. In the event of an accident or vehicle failure the following procedures will be implemented:-
 - a. The school bus driver shall, in person or through a responsible designee, summon the police and emergency medical services, if necessary, and notify the Principal of the receiving school and the School Business Administrator, or designee, of the district providing the transportation.
 - b. The school bus driver will attempt to make all students as safe and comfortable as possible. If possible and necessary, the driver will administer emergency first aid to injured students.



REGULATION GUIDE

OPERATIONS

R 8630/page 9 of 12

Emergency School Bus Procedures

- c. In the event of an accident with no apparent or actual injuries and when law enforcement officials permit the bus to continue on its route after investigating the accident the school nurse will:
 - (1) If the accident occurred on the way to school or during school hours, examine any student who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school; or
 - (2) If the accident occurred on the way home from school, examine any student who is feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- d. In the event of an accident where students are injured, a student(s) may be transported to a hospital if it is determined by law enforcement, medical, and/or first aid staff at the accident scene additional medical treatment is required.
 - (1) If the accident occurred on the way to school or during school hours, the school nurse will examine any student not transported to the hospital who is feeling or displaying any symptoms of any injuries from the accident when the bus arrives at school.
 - (2) If the accident occurred on the way home from school, the nurse will examine any student feeling or displaying any symptoms of any injuries from the accident the next school day or if the parent of a student requests the school nurse examine their child the next school day.
- e. If another vehicle(s) is involved, the bus driver will obtain the following information from the driver(s) of that vehicle(s) or from law enforcement officers at the accident scene: driver's name, driver's license number, vehicle owner's name and address, vehicle registration number, owner's insurance company and policy number, and a description of the vehicle (color, make, year, body type).



REGULATION GUIDE

OPERATIONS

R 8630/page 10 of 12

Emergency School Bus Procedures

- f. The following notifications must be provided:
 - (1) The school bus driver must report immediately to the Principal of the receiving school and the School Business Administrator or designee of the district providing the transportation, any accident that involves an injury, death, or property damage. In addition, the bus driver must complete and file the Preliminary School Bus Accident Report prescribed by the Commissioner of Education.
 - (2) The Principal of the receiving school shall retain a copy of the Report and forward other copies of the Report as prescribed by the New Jersey Department of Education.
 - (3) In addition, a school bus driver involved in an accident resulting in injury or death of any person, or damage to property of any one person in excess of \$500 shall complete and file within ten days after such accident a Motor Vehicle Accident Report in accordance with N.J.S.A. 39:4-130.
 - (4) The parent of students involved in a school bus accident shall be notified as quickly as possible commensurate with the severity of the accident and injuries, if any, and hospital placement of their child if transported to a hospital by ambulance or by other emergency personnel.
- 2. In the event the school bus driver is incapacitated, the following procedures will be implemented:
 - a. A school bus driver is incapacitated when he/she is unable to operate the school bus safely or when his/her driving ability is significantly impaired by the driver's physical or mental condition.



REGULATION GUIDE

OPERATIONS

R 8630/page 11 of 12

Emergency School Bus Procedures

- b. If there is a bus aide on the bus, the bus aide will take steps necessary to have the bus pulled off the road to a safe location and shall contact school officials or emergency services for assistance. If a bus aide is not on the bus, the bus driver shall pull the bus off the road to a safe location and contact school officials or emergency services for assistance.
 - c. The bus shall be stopped, with due consideration for the safety of its passengers, the motor turned off, the ignition key removed, and safely secure the bus.
 - d. The Transportation Supervisor shall immediately arrange for the transportation of the students by substitute driver, substitute bus, or other means.
3. In the event of an injury to a student on the bus, at a bus stop, or along a transportation route, not incurred as the result of a school bus accident, the following procedures will be implemented.
- a. In the absence of another responsible adult in authority, the school bus driver will take charge of a student who has been injured or disabled on a school bus, at a school bus stop, or along the transportation route traveled by the school bus.
 - b. If necessary, first aid will be administered.
 - c. If the student's injury is serious, emergency medical services will be summoned; the school bus driver or a responsible adult appointed by the bus driver will remain with the student until emergency medical help arrives.
 - d. If the student's injury is not serious, and:
 - (1) Occurs on the way to the school, the school bus driver will deliver the injured student to the school nurse for examination and such treatment or referral as may be required. The school nurse will notify the student's parent-;



REGULATION GUIDE

OPERATIONS

R 8630/page 12 of 12

Emergency School Bus Procedures

- (2) Occurs on the way to the student's home, the school bus driver or another school district staff member will deliver the injured student to his/her parent or to a responsible adult at the student's home or if no one is home the injured student will be transported back to a school district location until a parent or another responsible adult can be contacted. If it is determined the student may need medical treatment and a parent or responsible adult cannot be contacted, the child may be transported to the school physician's office or to the nearest hospital emergency room-; **or**
 - (3) Occurs on the way to or from an extracurricular event, the school bus driver will notify a professional staff member assigned to the activity, who will take charge of the student and notify the student's parent.
- e. The school bus driver will immediately report the incident and any injuries to the Principal or designee of the school in which the student is enrolled.

Issued:

