

1522 SCHOOL-LEVEL PLANNING (M)

The Board of Education recognizes the school-level planning process involves parent(s) or legal guardian(s) and staff members in identifying school needs, establishing performance objectives, and monitoring progress toward those objectives.

School Report Card

The school district shall annually disseminate a report card for each school in the district which shall contain statistical information specified by the New Jersey Department of Education to all staff and parents. The school district shall also make the report card available to the media. The procedure the district will follow to disseminate the report card shall be in accordance with the requirements of the New Jersey Department of Education.

School-Level Plan

By September 30, each school in the district shall develop and implement a two-year plan based on school report card data. This plan shall include pupil performance objectives, a review of progress by teaching and administrative staff, and the involvement of parents.

At least once per semester, each school shall conduct meetings by grade level, department, team, or similarly appropriate group to review the school-level plan. The review shall include: school report card data; progress toward achieving pupil performance objectives; and progress toward achieving Core Curriculum Content Standards. The results of each such meeting shall be considered by the school planning team in the development of the succeeding school-level plan.

Pupil Performance Objectives

Each school in the district shall develop two or more objectives based on pupil performance or behavior standards as defined in N.J.A.C. 6A:8-4.4(a), 6A:32-13.1 and 13.2. The objectives shall cover a period of not more than two years.

If pupil performance is below minimum State standards, the objectives to meet those standards shall be established. Benchmarks (interim performance levels) shall be set forth to measure the school's progress toward the achievement of minimum State standards.



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If pupil performance is at or above minimum State standards, challenge objectives shall be established.

The Superintendent shall, no later than August 1 of each year, submit each school's objectives to the Executive County Superintendent for review and approval.

Each school shall achieve its pupil performance objectives by meeting established benchmarks for minimum State standards and/or achieving challenge objectives or demonstrating progress toward meeting such objectives.

Each school that does not meet established benchmarks for pupil performance objectives or demonstrate progress toward meeting challenge objectives for two or more successive years shall be assigned a technical assistance team by the Executive County Superintendent to facilitate accomplishment of these objectives.

N.J.A.C. 6A:32-12.2

Adopted: July 26, 2011



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[See POLICY ALERT Nos. 178 and 204]

5308 STUDENT PUPIL HEALTH RECORDS

The school district shall maintain mandated **student pupil** health records for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4 ~~and as defined in N.J.A.C. 6A:16-2.4(a)1 and 2.~~ The district will document **student pupil** health records using a form approved by the Commissioner of Education.

The maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4(e). **Student Pupil** health records **may be stored electronically or in paper format and** shall be maintained separately from other **student pupil** records in a secure location; ~~located in the school building or complex to which the pupil is assigned, and~~ accessible to authorized personnel while school is in session. The health **history** and immunization record shall be removed from the **student's pupil's** health record and placed in the **student's pupil's** mandated record ~~until such time as~~ **upon** graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.

The transfer of **student pupil** health records when a **student pupil** transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-2.4(d) **6A:16-7.1 et seq.**

Any Board of Education employee with knowledge of, or access to, information that identifies a **student pupil** as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the **student pupil** as an alcohol or drug user; or information provided by a secondary school **student pupil** while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent **upon** or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) **through** (e) and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, ~~incorporated herein by reference, as amended and supplemented,~~ and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.



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The school district shall provide access to the **student's** ~~pupil's~~ health record to licensed medical personnel, not holding educational certification, who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student** ~~pupil~~ health records ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4~~5~~ or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the pupil's health record~~ to **students** ~~pupils~~ or adults in connection with an emergency, ~~if such knowledge is necessary~~ **the information contained in the student health record if the release is necessary** to protect the immediate health or safety of ~~a pupil~~ **the student** or other persons pursuant to N.J.A.C. 6A:32-7.5~~4~~.

N.J.A.C. 6A:16-2.4 et seq.; ~~6A:32-7.5 et seq.~~; 6A:32-7.4 et seq.;
6A:32-7.5 et seq.

Adopted:



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[See POLICY ALERT Nos. 178 and 204]

R 5308 STUDENT PUPIL HEALTH RECORDS

Student Pupil health records shall be maintained for each **student pupil** pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of **student pupil** health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated **Student Pupil** Health Records

1. The following mandated **student pupil** health records shall be maintained:
 - a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and
 - b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, **4.3, and 4.4.**
2. The district will document the findings of **student pupil** health histories, health screenings, and required medical examinations that are relevant to school participation on the **student's pupil's** health record using a form approved by the Commissioner of Education.

B. Maintenance of **Student Pupil** Health Records

1. The school district shall maintain **student pupil** health records in accordance with N.J.A.C. 6A:32-7.4 as follows:
 - a. **Student health records may be stored electronically or in paper format. When records are stored electronically, proper security and backup procedures shall be administered;**



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- ba. **Student Pupil** health records, **whether stored on paper or electronically**, shall be maintained separately from other **student pupil** records, **until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record in a secure location; and**
- cb. **Student Pupil** health records ~~kept in electronic form~~ shall be both accessible **during the hours in which the school program is in operation** and ~~secure according to N.J.A.C. 6A:32-7.4(d);~~
- b. ~~Pupil health records shall be located in the school building or complex to which a pupil is assigned;~~
- d. ~~Pupil health records shall be accessible to authorized personnel while school is in session; and~~
- e. ~~The health and immunization record shall be removed from the pupil's health record and placed in the pupil's mandated record until such time as graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~

C. Transferring **Student Pupil** Health Records

~~1.~~The school district shall ensure **compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330** the following when transferring **student pupil** health records:.

- a. ~~Original mandated pupil health records that school districts are directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~



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- b. ~~Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator, or designee, of the nonpublic school to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- e. ~~Duplicate mandated pupil health records which school districts have been directed to compile pursuant to New Jersey statute, rule, or authorized administrative directive shall be forwarded to the Chief School Administrator or designee of the out-of-State school district to which the pupil has transferred within ten days of receipt of a written request and verification by the school district;~~
- d. ~~Records that are transferred in duplicate form shall have their original maintained at the location of the sending school district; and~~
- e. ~~The Chief School Administrator or designee shall request all pupil health records in writing from the school district of last attendance within two weeks from the date that the pupil enrolls in the new school district.~~

D. Restrictions for Sharing **Student Pupil** Health Information

- 1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing ~~that~~ information as required by Federal and State statutes and regulations.
 - a. Information that identifies a **student pupil** as having HIV infection or AIDS shall be shared only with prior written informed consent of the **student pupil** age twelve or greater, or of the **student's pupil's** parent(s) or legal guardian(s) as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the **student pupil**.



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- b. Information obtained by the school's alcohol and other drug program which would identify the **student pupil** as an alcohol or other drug user may be disclosed only for those purposes and under those conditions permitted by 42 CFR Part 2.
- c. Information provided by a secondary school **student pupil** while participating in a school-based alcohol or other drug counseling program that indicates a parent, guardian, or other person residing in the **student's pupil's** household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to **Student Pupil** Health Records

- 1. Access to and disclosure of information in the **student's pupil's** health record shall meet the requirements of the Family Education Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, **and incorporated herein by reference, as amended and supplemented,** 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7 **et seq.**, Student Records.
- 2. The school district shall provide access to the **student pupil** health records to licensed medical personnel; not holding educational certification; who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.
 - a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the **student's pupil's** health record ~~that are~~ necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.



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Nothing in N.J.A.C. 6A:16-2.45 or in Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing ~~information contained in the pupil's health record~~ to **students pupils** or adults in connection with an emergency **the information contained in the student health record**; if such knowledge **the release** is necessary to protect the immediate health or safety of the **student pupil** or other persons pursuant to N.J.A.C. 6A:32-7.4.

Issued:



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[See POLICY ALERT Nos. 96, 106, 139, 141, 147, 157, 170, 178 and 204]

5310 HEALTH SERVICES

~~The Board of Education shall develop and adopt written policies, procedures, mechanisms, or programs governing the following school functions in accordance with N.J.A.C. 6A:16-1.4(a):~~

- ~~1. — Care of any pupil who becomes injured or ill while at school or during participation in school sponsored activities (Policy and Regulation 8441);~~
- ~~2. — Transportation and supervision of any pupil determined to be in need of immediate medical care (Policy and Regulation 8441);~~
- ~~3. — Isolation, exclusion, and readmission of any pupil or employee suspected of having a communicable disease as required by N.J.S.A. 18A:40-7 to 12 and 18A:40-16 to 18 (Policy and Regulation 8451);~~
- ~~4. — Provision of health services including immunization, administration of medication, treatment of asthma, medical examinations, nursing services, and emergency medical situations as required in N.J.A.C. 6A:16-2 (Policies 5305 and 5307 and Policies and Regulations 5310, 5320, 5330, and 8441);~~
- ~~5. — An annual Nursing Services Plan that details the provision of nursing services based upon pupil need in the school district pursuant to N.J.A.C. 6A:16-2.1(b)(Policy 5307);~~
- ~~6. — Administration of medication to pupils under the written order of a school physician or medical home pursuant to N.J.A.C. 6A:16-2.3(a)3vii (Policy and Regulation 5330);~~
- ~~7. — Emergency administration of epinephrine via epipen to a pupil for anaphylaxis pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);~~



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8. — ~~Provision of medical and nursing services to meet requirements for health history, medical examination, and health screening as an alternative for pupils who do not have a medical home or have a religious objection to the required examinations pursuant to N.J.S.A. 18A:35-4.8 (Policy and Regulation 5306);~~
9. — ~~Provision of nursing services to non-public schools located in the school district as required by N.J.S.A. 18A:40-23 through 31 and N.J.A.C. 6A:16-2.5 (Policy & Regulation 5310);~~
10. — ~~Comprehensive substance abuse prevention, intervention, and treatment referral programs pursuant to N.J.S.A. 18A:40A-8 through 18 and N.J.A.C. 6A:16-3 and 4 (Policy & Regulation 5530);~~
11. — ~~Confidentiality related to juvenile justice proceedings pursuant to N.J.S.A. 2A:4A-60 and N.J.A.C. 6A:16-5.4, HIV identifying information pursuant to N.J.S.A. 26:5C-5 et seq., and drug and alcohol use information pursuant to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 through 7.2, and N.J.A.C. 6A:16-3.2 (Policies 8453 and 9323 and Policy and Regulation 5530); and~~
12. — ~~School safety plans as required by N.J.A.C. 6A:16-5.1 (Policies and Regulations 7430, 8420, 8431 and 8468 and Regulations 8420.1 through 8420.6).~~

~~The Board of Education shall develop and adopt policies and procedures that fulfill the rules and regulations of the New Jersey Department of Health and Senior Services, New Jersey Department of Human Services, New Jersey Department of Agriculture, and local boards of health which include the following requirements in accordance with N.J.A.C. 6A:16-1.4(b):~~

1. — ~~Exclusion of any pupil from the school setting for failure to meet requirements for immunization against communicable disease as required in N.J.A.C. 8:57-4, Immunization of Pupils in School (Policy and Regulation 5320);~~



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2. — ~~Exclusion of any person from the school setting if the person has uncovered weeping skin lesions as required in N.J.A.C. 8:61-2.1, Attendance at School by Pupils or Adults with HIV Infection (Policy and Regulation 8451 and Policy 8453);~~
3. — ~~Procedures for sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 8:61-2, Participation and Attendance at School by Individuals with HIV Infection, and conforming to Centers for Disease Control and Prevention guidelines that schools implement universal precautions (Policy and Regulation 8451 and Policy 8453);~~
4. — ~~Assurance that any pupil with HIV infection or AIDS or who lives with or is related to someone with HIV or AIDS is not excluded from general education, transportation services, extra-curricular activities, athletic activities, assigned to home instruction, or classified as eligible for special education for reason of HIV infection pursuant to N.J.A.C. 8:61-2.1 (Policy and Regulation 8451 and Policy 8453);~~
5. — ~~Creation of wellness policies pursuant to 7 CFR Parts 210, 215, 220 and 245 and N.J.A.C. 2:36-1.7, Local School Nutrition Policy (Policy 8505); and~~
6. — ~~Ensuring accessibility of the NJ FamilyCare Program for pupils who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~

~~When the school district engages in pupil testing, studies, or surveys the Board procedures and materials shall meet the Federal requirements of 20 U.S.C. § 1232h, and N.J.S.A. 18A:36-34, School Surveys, parent(s) or legal guardian(s) consent required before administration in accordance with N.J.A.C. 6A:16-1.4(c)(Policies 2415.05 and 9560).~~

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and **shall** ensure staff members are informed as appropriate:



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1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);
2. The administration of medication to **students** ~~pupils~~ in the school setting in accordance with N.J.A.C. 6A:16-2.1(a)2. (Policy and Regulation 5330);
3. The review of Do Not Resuscitate (DNR) ~~o~~Orders received from the **student's** ~~pupil's~~ parent(s) or legal guardian(s) or medical home (Policy 5332);
4. The provision of health services in emergency situations, including:
 - a. The emergency administration of epinephrine via **Epi-pen auto-injector** ~~epipen~~ pursuant to N.J.S.A. 18A:40-12.5 (Policy and Regulation 5330);
 - b. **The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);**
 - cb. The care of any **student** ~~pupil~~ who becomes injured or ill while at school or ~~during participation~~ **participating** in school-sponsored functions (Policy and Regulation 8441);
 - de. The transportation and supervision of any **student** ~~pupil~~ determined to be in need of immediate **medical** care (Policy and Regulation 8441); **and**
 - ed. The notification to parents(s) or legal guardian(s) of any **student** ~~pupil~~ determined to be in need of immediate medical care (Policy and Regulation 8441).; **and**
 - e. ~~The administration of medication for pupils requiring epinephrine (Policy and Regulation 5330).~~
5. The treatment of asthma in the school setting in accordance with **the provisions of** N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);



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6. The administration of **student** ~~pupil~~ medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);
7. **Utilization of Procedures** ~~for~~ sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. ~~8:61-1.1(f)~~ **12:100-4.2, Safety and Health Standards for Public Employees**, and in compliance with **29 CFR 1910.1030, Public Employees Occupational Safety and Health Program (PEOSH) Bloodborne Pathogens Standards**; the ~~Centers for Disease Control and Prevention's guidelines which advise that schools implement universal precautions titled Universal Precaution for Prevention of Transmission of HIV and Other Bloodborne Infections (1987, updated 1996), incorporated herein by reference, as amended and supplemented, which is available from the Centers for Disease Control and Prevention, Division of Healthcare Quality Promotion, 1600 Clifton Road, Atlanta, GA 30333 (Policy and Regulation 7420); and~~
8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);
9. **Self-administration of medication by a student for asthma or other potentially life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15 (Policy and Regulation 5330);**
10. **Development of an individual healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including diabetes, asthma, and life-threatening allergies, requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii (Policies and Regulations 5331 and 5338); and**
11. **Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d (Policy and Regulation 5331).**



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The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting.

The Board of Education shall **comply with** ~~provide~~ the **following required** health services as ~~required~~ **outlined** in N.J.A.C. 6A:16-2.2 as ~~indicated below~~:

1. Immunization records shall be reviewed and updated annually pursuant to N.J.A.C. 8:57-4.1 through **4.24** ~~4.16~~.
2. A Building Principal or designee shall not knowingly admit or retain in the school building any **student pupil** whose parent(s) or ~~legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Pupils in School.
3. The school district shall perform tuberculosis tests on **students pupils** using methods required by and when specifically directed to do so by the New Jersey Department of Health ~~and Senior Services~~, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.
4. The school district shall immediately report **by telephone to the health officer of the jurisdiction in which the school is located** any communicable diseases ~~that are~~ identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, ~~by telephone to the health officer of the jurisdiction in which the school is located~~.
5. Each school in the district shall have and maintain for the care of **students pupils** at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.
6. Each **student pupil** medical examination shall be conducted at the medical home of the **student pupil**. If a **student pupil** does not have a medical home, the school district shall provide **the this** examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4**.



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- a. ~~For the purpose of the physical examination required prior to participation on a school-sponsored interscholastic athletic team or squad for pupils enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician.~~
 - b. ~~A full report of the examination shall be maintained as part of the pupil's health record.~~
7. The findings of **the** medical examinations as required under 8. below shall ~~be documented on a form that is approved by the Commissioner of Education and~~ shall include the following components:
- a. Immunizations pursuant to N.J.A.C. 8:57-4.1 through **4.24** ~~4.16~~;
 - b. Medical history, including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;
 - c. Health screenings including height, weight, hearing, blood pressure, and vision; and
 - d. Physical examinations.
8. The school district shall ensure that **students** ~~pupils~~ receive medical examinations **in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:**
- a. Prior to participation on a school-sponsored interscholastic athletic team or **intramural athletic team or** squad for **students** ~~pupils~~ enrolled in any of the grades six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;
 - b. Upon enrollment **in** ~~into~~ school in accordance with N.J.A.C. 6A:16-2.2(h)2;



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- c. When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;
 - d. For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and
 - e. When ~~the pupil~~ **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 in accordance with N.J.A.C. 6A:16-2.2(h)5.
9. The Board of Education shall make accessible information regarding the **New Jersey** FamilyCare Program ~~for pupils to students~~ who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.
10. Information concerning a **student's** ~~pupil'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.
11. The **Board of Education** ~~school nurse~~ shall ensure that **students** ~~pupils~~ receive health screenings as outlined **in N.J.A.C. 6A:16-2.2(k)**. ~~below in accordance with New Jersey Department of Education Health Service Guidelines:~~
- a. ~~Screening for height, weight, and blood pressure shall be conducted annually for each pupil in Kindergarten through grade twelve.~~
 - b. ~~Screening for visual acuity shall be conducted biennially for pupils in Kindergarten through grade ten.~~
 - c. ~~Screening for auditory acuity shall be conducted annually for pupils in Kindergarten through grade three and in grades seven and eleven pursuant to N.J.S.A. 18A:40-4.~~
 - d. ~~Screening for scoliosis shall be conducted biennially for pupils between the ages of ten and eighteen pursuant to N.J.S.A. 18A:40-4.3.~~



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- e. ~~Screenings shall be conducted by a school physician, school nurse, physical education instructor, or other school personnel properly trained.~~
 - f. ~~The school district shall provide for the notification of the parent(s) or legal guardian(s) of any pupil suspected of deviation from the recommended standard.~~
12. The _____ **school nurse or designee** shall screen to ensure hearing aids worn by **students** ~~pupils~~ 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** ~~pupils~~ hear are functioning properly.

N.J.S.A. 18A:40-4 et seq.

N.J.A.C. 6A:16-1.34 ~~et seq.~~; 6A:16-2.2 et seq.

Adopted:



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R 5310 HEALTH SERVICES

A. Definitions – N.J.A.C. 6A:16-1.3

1. Advanced practice nurse – means a person who holds a current **license** ~~certification~~ as 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** ~~Endorsement~~, school nurse or school nurse/non-instructional **endorsement** from the Department of Education pursuant to N.J.A.C. 6A:9-13.3 and 13.4.
3. Medical Examination – means the assessment of an individual's health status.
4. Medical Home – means a health care provider, **including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12** and ~~the that~~ provider's practice site chosen by the **student's** ~~pupil's parent or legal guardian~~ for the provision of health care.
5. Non-certified Nurse – means a person who holds a current license as a ~~registered~~ professional nurse from the State Board of Nursing and is employed by a district Board of Education or nonpublic school, and who is not certified as a school nurse by the Department of Education.
6. Physical Examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse. The term includes ~~very~~ specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
7. School Physician – means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Examiners who works under a contract or as an employee of the school district. The physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.



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B. Medical Examinations – General Conditions

Each **student pupil** medical examination shall be conducted at the medical home of the **student pupil**. If a **student pupil** does not have a medical home, the school district shall provide ~~the this~~ examination at the school physician's office or other comparably equipped facility **pursuant to N.J.S.A. 18A:40-4**. ~~For the purpose of the physical examination required for pupils prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for pupils enrolled in grades six to twelve, the pupil's parent(s) or legal guardian(s) may choose either the school physician or their own private physician. A full report of the examination shall be maintained as part of the pupil's health record.~~

The findings of required examinations under C. through G. below shall ~~be documented on a form that is approved by the Commissioner of Education and shall include the following components:~~

1. Immunizations pursuant to N.J.A.C. 8:57-4.1 through ~~4.24~~ 4.16;
2. Medical history including allergies, past serious illnesses, injuries, ~~and~~ operations, medications, and current health problems;
3. Health screenings including height, weight, hearing, blood pressure, and vision; and
4. Physical examinations.

The ~~district~~ Board of Education shall make accessible information regarding the New Jersey FamilyCare Program for **students pupils** who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.

Pursuant to N.J.S.A. 18A:40-4.4, a **student pupil** who presents a statement signed by his/her parent(s) ~~or legal guardian(s)~~ that required examinations interfere with the free exercise of his/her religious beliefs shall be examined only to the extent necessary to determine whether the **student pupil** is ill or infected with a communicable disease or under the influence of alcohol or drugs or is disabled or is fit to participate in any health, safety, or physical education course required by law.

Information concerning a **student's pupil'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.



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C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for **Students Pupils** Enrolled in Any Grades Six to Twelve

The school district shall ensure that **students pupils** receive medical examinations prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for **students pupils** enrolled in any of the grades six to twelve.

1. The examination shall be conducted within 365 days prior to the first practice session.
2. The medical examination shall include a health history questionnaire, completed and signed by the parent(s) or legal guardian(s).
 - a. The report of health findings of the medical examination for participation shall be documented on the Athletic Preparticipation Physical Examination Form approved by the Commissioner of Education to determine whether the **student pupil** had or currently has any of the following conditions since their last physical:
 - (1) Injuries;
 - (2) Chronic or ongoing illness;
 - (3) **Need for p**Prescribed medication;
 - (4) Allergies;
 - (5) Head-related conditions;
 - (6) Heart-related conditions;
 - (7) Eye, ear, nose, mouth, or throat conditions;
 - (8) Neuromuscular/orthopedic conditions; or
 - (9) General or exercise-related conditions.



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- b. The medical report shall include a determination concerning the ~~student's~~ ~~pupil's~~ participation ~~that from the examining physician, advanced practice nurse or physician's assistant which~~ includes, at a minimum, the following normalities:
- (1) Measurement of weight, height, and blood pressure;
 - (2) Examination of the skin to determine the presence of infection, scars from previous surgery or trauma, jaundice, **a rash**, and purpura;
 - (3) Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses, and examination of the sclera for the presence of jaundice;
 - (4) Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum and gross hearing loss;
 - (5) Examination of the nose to assess the presence of deformity which may affect endurance;
 - (6) Assessment of the neck, back, and spine to determine range of motion, the presence of pain associated with such motion, and abnormal curvature of the spine;
 - (7) Examination of chest contour;
 - (8) Auscultation and percussion of the lungs;
 - (9) Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate;
 - (10) Assessment of the abdomen with attention to the possible presence of **hepatomegaly** ~~heptamegaly~~, splenomegaly, or abnormal masses;



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- (11) Examination of upper and lower extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars and varicosities;
 - (12) Examination of the testes to determine the presence and descent of testes, abnormal masses, or configurations, or hernia;
 - (13) Assessment of physiological maturation; and
 - (14) Neurological examination to assess balance and coordination.
- c. The medical report shall indicate ~~if whether~~ a **student pupil** is allowed or disallowed to participate in the required sports categories and **shall must** be completed and signed by the original examining physician, advanced practice nurse, or physician's assistant.
- d. **An incomplete** A form ~~that is incomplete~~ shall be returned to the **student's pupil'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.**
3. Each **student pupil** whose medical examination was completed more than sixty days prior to the first practice session shall provide a health history update of medical problems experienced since the last medical examination. This shall be completed and signed by the parent(s) ~~or legal guardian(s)~~. The health history update shall include the following information:
- a. Hospitalization/operations;
 - b. Illnesses;
 - c. Injuries;



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- d. Care administered by a physician of medicine or osteopathy, advanced practice nurse, or physician's assistant; and
 - e. Medications.
- 4. Each school district shall provide **to the parent** written notification signed by the school physician ~~to the parent(s) or legal guardian(s)~~ stating approval of the **student's** ~~pupil's~~ participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the **student's** ~~pupil's~~ participation.
 - 5. A **student** ~~pupil~~ ~~that~~ **who** does not have a completed Athletic Preparticipation Physical Examination Form shall not be permitted to participate.
- D. Medical Examinations - Upon Enrollment ~~in~~ **into** School
- 1. The school district shall ensure that **students** ~~pupils~~ receive medical examinations upon enrollment ~~in~~ **into** school. **The** ~~pParent(s) or legal guardian(s)~~ shall be required to provide examination documentation of each **student** ~~pupil~~ within thirty days ~~upon~~ **of enrollment in the enrolling** ~~into~~ school.
 - 2. When a **student transfers** ~~pupil is transferring~~ to another school, **the sending** ~~each~~ school district shall ensure **the entry-examination** ~~that pupil documentation of entry examination~~ is forwarded to the **receiving** ~~transfer~~ school district pursuant to N.J.A.C. 6A:16-2.4(d).
 - 3. **Students** ~~Pupils~~ transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period ~~in order~~ to obtain entry examination documentation.
 - 4. The **school district** ~~school nurse~~ shall notify parents(s) ~~or legal guardian(s)~~ **through its website or other means about** ~~of~~ the importance of obtaining subsequent medical examinations of the **student** ~~pupil~~ at least once during each developmental stage; at early childhood (pre-school through grade three), pre-adolescence (grades four through six), and adolescence (grades seven through twelve);.



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E. Medical Examinations - When **Students Pupils** Apply for Working Papers

1. ~~The school district shall ensure that a pupil receives medical examinations when applying for working papers.~~ Pursuant to N.J.S.A. 34:2-21.7 and 21.38, the school district **may provide** is responsible for the administration of a medical examinations for a **student pupil** pursuing a certificate of employment.
2. ~~A statement of physical fitness shall be signed by the school physician unless the parent(s) or legal guardian(s) elects to obtain the examination at the pupil's medical home.~~
23. The school district shall not be held responsible for the costs incurred by the parent(s) or legal guardian(s) who elects to obtain the **for** examinations at the **student's pupil's** medical home **or other medical provider(s)**.

F. Medical Examinations - For ~~t~~The Purposes ~~o~~Of ~~t~~The Comprehensive Child Study Team Evaluation Pursuant ~~t~~o N.J.A.C. 6A:14-3.4

1. The school district shall ensure that **students pupils** receive medical examinations for the purposes of the **c**Comprehensive Child Study Team **e**Evaluation pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When ~~a~~ **Student Pupil** ~~is~~ Suspected ~~o~~Of Being Under ~~t~~The Influence ~~o~~Of Alcohol ~~o~~Or Controlled Dangerous Substances pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3

1. If a **student pupil** 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 pupil'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.
2. No school staff shall interfere with a **student pupil** 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.



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H. Health Screenings

~~The Each district~~ Board of Education shall ensure that ~~students~~ pupils receive health screenings **in accordance with N.J.A.C. 6A:16-2.2(k).**

1. Screening for height, weight, and blood pressure shall be conducted annually for each ~~student~~ pupil in Kindergarten through grade twelve.
2. Screening for visual acuity shall be conducted biennially for ~~students~~ pupils in Kindergarten through grade ten.
3. Screening for auditory acuity shall be conducted annually for ~~students~~ pupils 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~~ pupils 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, ~~physical education instructor~~, or other school personnel properly trained.
6. The school district shall provide for the notification of the parent(s) ~~or legal guardian(s)~~ of any ~~student~~ pupil suspected of deviation from the recommended standard.

Issued:



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[See POLICY ALERT No. 204]

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 who would have been enrolled in Kindergarten, grade one, or grade two during or after the 2014-2015 school year enrolls in the district in Kindergarten through grade six during or after the 2015-2016 school year and has no record of being previously screened for dyslexia or other reading disabilities, pursuant to N.J.S.A. 18A:40-5.2 et seq., 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:40-5.1. 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, "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, 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.



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Screening for Dyslexia

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.

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

Adopted:

