

# POLICY GUIDE

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## 1648 RESTART AND RECOVERY PLAN

On June 26, 2020, the New Jersey Department of Education (NJDOE) published “The Road Back – Restart and Recovery Plan for Education” (Guidance), a guidance document for reopening New Jersey schools during the COVID-19 pandemic. The Guidance provided school officials with the information necessary to ensure that schools reopen safely and are prepared to accommodate staff and students’ unique needs during these unprecedented times. The NJDOE required school districts in the State to develop, in collaboration with community stakeholders, a “Restart and Recovery Plan” (Plan) to reopen schools that best fits the district’s local needs.

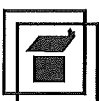
The Guidance requires the Board of Education to adopt certain policies and the Board adopts Policy 1648 to address those policy requirements in the Guidance. Policy 1648 shall only be effective through the current COVID-19 pandemic and will take precedence over any existing Policy on the same or similar subject, unless determined otherwise by the Superintendent.

### A. NJDOE Guidance – Key Subject Area 1 – Conditions for Learning

#### 1. Transportation

- a. If the school district is providing transportation services on a ~~district-owned school bus, but is unable to maintain social distancing,~~ a face covering must be worn **by all students** upon entering the school bus **unless doing do so would inhibit the student’s health. It is necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.** ~~by all students who are able to do so in accordance with A.2.c. below.~~ **Exceptions to the face covering requirements shall be those outlined in A.2.d. below:**

- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.



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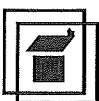
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- b. The school district shall use best practices for cleaning and disinfecting district-owned school buses and other transportation vehicles in accordance with A.3. below.
- c. District-employed school bus drivers and aides on district-owned school buses shall practice all safety actions and protocols as indicated for other school staff.
- d. If the school district is using contracted transportation services, the contractor shall ensure all Board of Education safety actions and protocols are followed by the contractor and its employees and/or its agents.

[See Policy Guide 1648 – Appendix C for the protocols/procedures for “Transportation” which is also included in the school district’s Restart and Recovery Plan.]

#### 2. Screening, Personal Protective Equipment (PPE), and Response to Students and Staff Presenting Symptoms

- a. The school district shall screen students and employees upon arrival to a school building or work location for COVID-19 symptoms and a history of exposure.
  - (1) School staff must visually check students and employees for symptoms upon arrival (which may include temperature checks) and/or confirm with families that students are free of COVID-19 symptoms.
  - (2) Health checks must be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.
  - (3) Results must be documented when signs/symptoms of COVID-19 are observed.



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- (4) The screening protocol will take into account students and employees with disabilities and accommodations that may be needed in the screening process for those students and employees.
  - (5) Students and employees with symptoms related to COVID-19 must be safely and respectfully isolated from others.
  - (6) If the school district becomes aware that an individual who has spent time in a school district facility tests positive for COVID-19, district officials must immediately notify local health officials, staff, and families of a confirmed case while maintaining confidentiality.
- b. School staff and visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age.
- (1) If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility may be denied.
- c. Students are **required** ~~strongly encouraged~~ to wear face coverings ~~and are required to do so when social distancing cannot be maintained~~, unless doing so would inhibit the student's health. It is ~~also~~ necessary to acknowledge that enforcing the use of face coverings may be impractical for young children or individuals with disabilities.
- (1) Accommodations for students who are unable to wear a face covering should be addressed according to that student's need and in accordance with all applicable laws and regulations.



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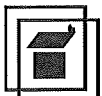
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#### d. Exceptions to the Requirement for Face Coverings

- (1) Doing so would inhibit the individual's health.
- (2) The individual is in extreme heat outdoors.
- (3) The individual is in water.
- (4) A student's documented medical condition, or disability as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.
- (5) The student is under the age of two, **due to the** ~~and could risk of~~ suffocation.
- (6) **During the period a student is eating or drinking.**
- (7) **Face coverings should not be placed on anyone who has trouble breathing or is unconscious, or anyone who is incapacitated or otherwise unable to remove the face covering without assistance (e.g. face coverings should not be worn by Pre-K students during nap time).**
- (8) **The student is engaged in high intensity aerobic or anaerobic activities.**
- (9) **Face coverings may be removed during gym and music classes when individuals are in a well-ventilated location and able to maintain a physical distance of six feet apart.**
- (10) **When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task.**



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[See Policy Guide 1648 – Appendix E for the protocols/procedures for “Screening, PPE, and Response to Students and Staff Presenting Symptoms” which is also included in the school district’s Restart and Recovery Plan.]

#### 3. Facilities Cleaning Practices

- a. The school district must continue to adhere to existing required facilities cleaning practices and procedures and any new specific requirements of the local health department as they arise.
- b. A procedure manual must be developed to establish cleaning and disinfecting schedules for schools and school equipment, targeted areas to be cleaned, and methods and materials to be used.

[See Policy Guide 1648 – Appendix G for the protocols/procedures for – “Facilities Cleaning Practices” which is also included in the school district’s Restart and Recovery Plan.]

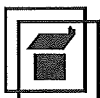
#### 4. Wraparound Supports

##### a. Mental Health Supports

The school district’s approach to student mental health supports will be affected by the learning environment in place at the beginning of the school year. If in-person instruction is not feasible, the district must find other ways to assess and monitor students’ mental health.

[See Policy Guide 1648 – Appendix K for the protocols/procedures for “Academic, Social, and Behavioral Supports” which is also included in the school district’s Restart and Recovery Plan.]

#### 5. Contact Tracing



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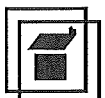
- a. Upon notification that a resident has tested positive for COVID-19, the local health department will call the school district to determine close contacts to whom they may have spread the virus, where close contact is defined as being within six feet for a period of at least ten minutes.
- b. The school district shall assist the local health department in conducting contact tracing activities, including ongoing communication with the identified individual and/or their contacts.
- c. The school district shall ensure adequate information and training is provided to the staff as necessary to enable staff to carry out responsibilities assigned to them.
- d. A staff liaison(s) shall be designated by the Superintendent or designee and shall be responsible for providing notifications and carrying out other components that could help ensure notifications are carried out in a prompt and responsible manner.
- e. School districts shall allow staff, students, and families to self-report symptoms and/or suspected exposure.

[See Policy Guide 1648 – Appendix F for the protocols/procedures for “Contact Tracing” which is also included in the school district’s Restart and Recovery Plan.]

## B. NJDOE Guidance – Key Subject Area 2 – Leadership and Planning

### 1. Scheduling

- a. The school district’s Plan must account for resuming in-person instruction and shall provide steps to shift back to virtual learning models if circumstances change and in-person instruction guidelines can no longer be followed.



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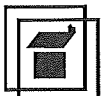
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- b. The school district's Plan accommodates opportunities for both synchronous and asynchronous instruction, while ensuring requirements for a 180-day school year are met.
- c. The school district recognizes special populations will require unique considerations to ensure the continuity of learning as well as the health and safety of students and staff within the least restrictive environment.
  - (1) Special Education and English Language Learners (ELL)
    - (a) The school district shall provide educators with professional development to best utilize the accessibility features and accommodations tools made available through technology-based formats in accordance with this Policy.
    - (b) The school district shall continue to ensure students receive individualized supports that meet the requirements of the IEP and 504 Plans.

[See Policy Guide 1648 – Appendix N for the protocols/procedures for “Scheduling of Students” which is also included in the school district's Restart and Recovery Plan.]

## 2. Staffing

- a. The school district shall comply with all applicable employment laws when making staffing and scheduling requirements, including, but not limited to, the Americans Disabilities Act (ADA), the Health Insurance Portability and Accountability Act (HIPPA), and all applicable State laws.



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- b. As the school district adjusts schedules, teaching staff members must maintain quality instruction for students pursuant to the minimum requirements set forth in NJDOE regulation.

[See Policy Guide 1648 – Appendix O for the protocols/procedures for “Staffing” which is also included in the school district’s Restart and Recovery Plan.]

#### C. NJDOE Guidance – Key Subject Area 3 – Policy and Funding

##### 1. School Funding

###### a. Purchasing

The school district may likely need to purchase items not needed in the past and may experience increased demand for previously purchased goods and services to implement the Plan. The school district shall continue to comply with the provisions of the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq.

###### b. Use of Reserve Accounts, Transfers, and Cashflow

The school district shall apply for the approval from the Commissioner of Education, prior to performing certain budget actions, such as withdrawing from the emergency reserve account or making transfers that cumulatively exceed ten percent of the amount originally budgeted.

###### c. Costs and Contracting

The school district shall follow all New Jersey State laws and regulations applicable to local school districts for purchasing when procuring devices and connectivity or any technology related item.





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D. NJDOE Guidance – Key Subject Area 4 – Continuity of Learning

1. Ensuring the Delivery of Special Education and Related Services to Students with Disabilities

- a. The school district shall continue to meet their obligations to students with disabilities to the greatest extent possible.

2. Professional Learning

- a. The school district shall prepare and support teaching staff members in meeting the social, emotional, health, and academic needs of all students throughout the implementation of the Plan.

(1) Professional Learning

- (a) The school district shall grow each teaching staff member's professional capacity to deliver developmentally appropriate standards-based instruction remotely.

(2) Mentoring and Induction

- (a) The school district shall ensure:
  - (i) All novice provisional teachers new to the district be provided induction;
  - (ii) One-to-one mentoring is provided to novice provisional teachers by qualified mentors;
  - (iii) Mentors can provide sufficient support and guidance to novice provisional teachers working in a remote environment;



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- (iv) Mentoring is provided in both hybrid and fully remote learning environments and that mentors and provisional teachers will agree upon scheduling, structure, and communication strategies they will use to maintain the mentoring experience; and
- (v) The use of online collaborative tools for school staff to remain connected to other mentors, new teachers, and administrators to maintain a sense of communal support.

#### (3) Evaluation

- (a) The school district has considered the requirements and best practices with provisional status teachers, nontenured educators, and those on Corrective Action Plans (including extra observations, extra observers, assuring more frequent feedback and face-to-face).

#### 3. Career and Technical Education (CTE)

- a. The school district shall implement innovative learning models for new learning environments regarding CTE.
- b. Quality CTE Programs

The school district shall ensure students have access to appropriate industry-recognized, high-value credentials.



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c. Work-Based Learning

The school district will ensure students are provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person.

New Jersey Department of Education “The Road Back – Restart and Recovery Plan for Education”

**Memorandum – New Jersey Governor and Department of Education –  
Conditions for Learning – Health and Safety – August 3, 2020**

Adopted:



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## Appendices

The school district must attach **provisions of the attached** Appendices C, E, F, G, K, N, and O from the district's Restart and Recovery Plan ~~here as required by this~~ **are included in** Policy 1648.



## Appendix C

### Critical Area of Operation #3 – Transportation

*This school district should include in Appendix C the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.c., including, but not limited to:*

*a. Student Transportation*

Transportation to and from school shall be provided as required by law to all eligible students. All students riding on buses, whether contracted or district-owned, shall be required to observe the district's bus face coverings and social distance guidelines, and conduct regulations or risk loss of the privilege of such transportation. All buses, whether contracted or district-owned, shall be kept in optimum condition and shall conform to all State safety regulations. The district or contracted transportation vendors shall provide all bus drivers and bus aides with adequate PPE (face coverings, disposable gloves, etc.). The district or contracted transportation vendors shall provide all drivers responsible for the cleaning of their own buses training on how to properly clean and sanitize buses between runs. A daily operations guideline outlines the major categories to be followed. These include:

- a. A wipe down routine prior to and following each route
- b. Verifying student are wearing masks
- c. Observing perceptible signs of illness
- d. Steps to be taken Plexiglass, or other Department of Transportation-approved barriers, shall be installed to separate the driver from persons entering or exiting the bus.

*b. Social Distancing on School Buses*

Social distancing shall be observed on school buses to the maximum extent practicable. If the school district or contracted transportation vendor is unable to maintain social distancing, a face covering must be worn by all students who are able to do so upon entering the bus. Accommodations for students who are unable to wear a face covering should be addressed according to that student's particular need and in accordance with all applicable laws and regulations.

## Appendix E

### **Critical Area of Operation #5 - Screening, PPE, and Response to Students and Staff Presenting Symptoms**

*This school district should include in Appendix E the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.e., including, but not limited to:*

*a. Screening Procedures for Students and Staff*

The District will utilize a computer software program to facilitate and automate symptom tracking. Staff will be required to complete a screening questionnaire each morning in order to be able to sign in for work.

The same computer software program will be used for daily screening of students, with parents being asked to answer the screening questions about their child(ren) and certify that their child(ren) is/are symptom free.

The administrative and nursing staff at our schools will have a secondary screening process that will focus on students who have not had their daily screening certification submitted prior to the start of school each day. It should be emphasized that if a student or staff member shows any symptoms of being ill during this public health crisis, they should stay home and isolate.

Procedures will include:

- a. Parents/guardians and staff will be required to complete an online or paper-based self-screening prior to the beginning of each day they are scheduled to report to school.
- b. The self-screening will consist of questions based on CDC guidance regarding COVID-19 symptoms and potential exposure.
- c. At the time of entry, students will confirm their screening at a kiosk/station and a staff member will visually check them for symptoms.
- d. Students and staff members who do not have a completed screening at the time of entry will be redirected to a designated location for further screening.
- e. All screening areas will adhere to applicable health and safety guidelines including requiring social distancing, the use of face coverings when social distancing is not possible, providing hand sanitizer and cleaning of any contact surfaces.
- f. No student or staff member will be admitted without a completed screening clearing them for entrance.
- g. Students whose screening indicates they are unable to attend school in-person must

stay home in accordance with Section B below.

*B. Protocols for Symptomatic Students and Staff*

Staff and students, with the assistance of families, must monitor themselves for symptoms daily and stay home if feeling unwell. Everyone must do their part to protect others and not come to school if they are exhibiting any COVID-19 symptoms or are otherwise feeling sick.

- a. If an employee becomes symptomatic while at work, the employee should promptly inform the school nurse and await guidance.
- b. If a student exhibits symptoms while on school property or bus, the student should remain masked and adhere to strict physical distancing. Students will be respectfully escorted to the designated isolation space until his/her parent or guardian can pick them up to go home. Face coverings will be required while in the isolation space as well as while traveling in and exiting the building, unless doing so would inhibit the individual's health. Cleaning procedures will be followed as outlined in Appendix G of this document.
- c. Once the school becomes aware of a symptomatic individual or positive COVID-19 case, the Assistant Superintendent of Human Resources will be notified and local health officials will be immediately notified. Local health officials will help administrators determine the needed course of action which may include: school dismissals, the scope of location(s) affected (specific classroom(s), one school, multiple schools, full district) and the duration of school dismissals; Each case and course of action will be determined on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community. Procedures for isolation and contact tracing will follow, as recommended per the local Health Department's guidelines. In such circumstances, protecting confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act is critical and all related guidelines will be adhered to. All protocols for thoroughly cleaning and disinfecting the affected area(s) will be followed.
- d. The school district may also seek guidance from local health officials to determine when students and staff should return to schools and any additional steps that may be needed for the well-being of the school community. In addition, staff and students who are well but are taking care of or share a home with someone with a case of COVID-19 are to follow instructions from local health officials to determine when to return to work/school. Medical clearance documentation will be submitted to the Human Resources Department or School Nurse, prior to returning to work/school, following Health Department guidelines. Upon receipt of the documentation, the Human Resource Department or School Nurse will schedule a re-admittance meeting prior to the staff/student returning to work/school.

### *C. Protocols for Face Coverings*

Masks are among the most important measures available to contain the spread of COVID-19. We require all students and all staff to wear masks that adequately cover both their nose and mouth. Staff and students are expected to provide their own face coverings.

- a. Students and staff will be required to wear face coverings at all times, with accommodations made for those who cannot due to certain medical and/or instructional needs and in accordance with all applicable laws and regulations.
- b. Face coverings must be worn 'door to door.'
- c. All students and staff shall wear their face coverings at bus stops and upon entering school grounds.
- d. Face coverings shall remain in place until leaving school or exiting a school bus.
- e. Face coverings must be worn properly and adequately cover the individuals nose and mouth.
- f. Face coverings will be provided to students and staff in the event that a face covering is soiled or forgotten.
- g. Students who refuse to comply with established face covering guidelines will be educated by teachers about the importance of face coverings in limiting the spread of COVID-19. If refusal continues, the student shall be addressed by school monitors, social workers, counselors, and/or administrators with interventions to obtain compliance. Continued non-compliance may subject a student to follow a full-remote instructional model.
- h. Protocol for Visitors: Visitors will be limited in all buildings until further notice. The principal may admit a visitor if he or she determines that it is necessary. Visitors are required to wear face coverings unless doing so would inhibit the individual's health or the individual is under two years of age. If a visitor refuses to wear a face covering for non-medical reasons and if such covering cannot be provided to the individual at the point of entry, the visitor's entry to the school/district facility will be denied. In all such cases, the visitor shall submit to the screening procedures. The Superintendent and Building Principal each possess the authority to prohibit the entry of any person into a school building or to expel any person from the school when there is reason to believe the presence of such person would be inimical to the good order of the school. If such a person refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.



## **Appendix F**

### **Critical Area of Operation #6 - Contact Tracing**

*This school district should include in Appendix F the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.1.f.*

When a student or staff member tests positive for COVID-19 or exhibits symptoms while on school property, the school does not have to close. The NJDOE recommends closing off area(s) used by an infected person before cleaning and disinfection. The NJDOE also recommends that a 24-hour waiting period should be implemented before cleaning and disinfecting. If it is not feasible to wait 24 hours, then it is recommended that outside doors and windows are opened to increase air circulation in the area. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.

As additional guidance becomes available, we will follow all NJDOE, NJDOH, and CDC guidelines to ensure the health/safety of our staff/students.

#### **Contact Tracing Procedures**

Designated school administrators, school safety specialists, counselors, and other staff will complete a contact tracing certification course training to be able to work in support of the local health department with communication and contact information. All procedures will adhere to applicable federal and state law and regulations regarding privacy and the confidentiality of records.

Hackensack Public Schools shall consult with the local health department in the development, review and revision of the district contact tracing policy and procedures. The Assistant Superintendent of Personnel is the designated staff liaison responsible for providing notifications and carrying out other components of the board's contact tracing policy.

The School Nurse in consultation with the Building Principal shall establish measures for a system of open communication that allows staff, students, and families to self-report symptoms and/or suspected exposure

If a staff member shall observes symptoms consistent with COVID 19 or becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, communication will be as follows: staff member to the school nurse, school nurse to the building administration, building administration to Central Office, Central Office to the local health department.

## Appendix G

### Critical Area of Operation #7 - Facilities Cleaning Practices

*This school district should include in Appendix G the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section A.I.g.*

All classrooms, and other areas occupied by students or staff, shall be cleaned according to the most recent CDC guidelines prior to any new individuals entering that space, whenever possible. Frequently touched areas such as doorknobs, lockers, water fountains, sinks, light switches, railings, elevators, lab equipment, etc. shall be cleaned hourly. All cleaning plans shall identify cleaning products to be used in each area and should outline the appropriate amount of dwell time (how long the chemical is required to remain on the surface) for each chemical agent. All cleanings shall be performed by properly trained custodial/maintenance staff, and documentation of the cleanings performed shall be maintained by the district and made readily available for review by the staff, the local education association, and parents should they inquire.

#### **Non-budgeted Purchases Made Feasible from the Cares Act funds. These include:**

- Face Masks, both adult and child size
- Barrier shields have been installed at main office desks
- Spray pumps containing cleaning materials
- Electrostatic sprayers -hand held and back pack
- Disinfectant wipes
- Disposable gloves
- Stand alone hand sanitizer equipment
- Wall mounted hand sanitizer - in each classroom and in common areas
- Purell hand sanitizer foam

#### **Air Exchange - HVAC**

- The district has contracts with two companies that oversee the proper controls of the air environment. One focuses on the HVAC system and the other monitors temperature controls. Both companies annually inspect all systems and then are available on an as needed basis.
- Depending on the specific equipment, air filters with a Merv Rating between 11-13 for all ventilation equipment will be checked and replaced monthly, or more frequently, as required. The higher rating relates to efficiency of collecting particles of various sizes.
- Ascertain that classroom univents are fully operational and surfaces are clear
- Buildings with windows will be ventilated as often as practicable
- Grounds crew and custodians will also examine the exterior of buildings to ascertain all intake vents are clear of obstructions.

#### **Signage**

- Social distancing footprints will be installed hallway floors
- Signs to alert personnel and all visitors to wear face coverings upon entering
- Interior wall signs to remind all to sanitize

- Hand washing reminder decals

### **To Practice Social Distancing**

- Plexiglass desk barriers for main office staff

### **Classroom furniture removal/adjustments - Where feasible**

- All personal furniture must be removed
- Cloth stuffed animals and similar items are not permitted

### **Cleaning/Disinfecting Procedures**

The custodial and maintenance staff, including the ECDC staff as well as our two partnering Pre-K providers, have been trained by an independent contractor, in enhanced cleaning and disinfecting practices. These include emphasis on high touch surface cleaning (hot spots). Formerly this process was conducted in a systematic, but less frequent manner. Going forward, staff will be designated and assigned to focus on this cleaning while students and staff are present. This will occur on a rotating basis, multiple times per day, using appropriate cleaning products.

### **Cleaning - While students and staff are in attendance**

#### **Daytime Custodial Shift:**

The combination of an initial shortened day, and as breakfast will be eaten in classrooms, it frees up staff to dedicate himself/herself to the following additional duties

#### **Elementary School:**

- After students arrive, all interior/exterior door handles will be cleaned starting at the main entrance and working to all active entryways
- Light switches
- Stair rails
- Doorknobs
- Computer Monitors and keyboards and mice
- Whiteboards and related screen equipment
- Water fountains.
- Bathrooms will be periodically closed and sinks, faucets, dispensers, related surfaces and all bathroom commodes will be sanitized.
- If classrooms are empty during the instructional day, custodians will enter and wipe down surfaces/desks with disposable towels. All student and staff desks/tables will be sprayed with disinfectant at once, then wiped down with disposable paper towels, and then disposed of.
- As meals will be consumed in the classrooms, large capacity garbage cans will be placed throughout hallways to assist with spillover trash and promptly emptied.
- After the building is completed, the cycle will be repeated on an ongoing basis.

**High and Middle Schools:** Two daytime persons will be dedicated during the day to sanitize and wipe:

- After students arrive, all interior/exterior door handles will be cleaned starting at the main entrance and working to all active entryways

- Light switches
- Stair rails
- Doorknobs
- Computer Monitors and keyboards and mice
- Whiteboards and related screen equipment
- Lockers
- Water fountains
- If classrooms are empty during the instructional day, custodians will enter and wipe down surfaces/desks with disposable towels. All student and staff desks/tables will be sprayed with disinfectant at once, then wiped down with disposable paper towels, and then disposed of.
- As meals will be consumed in the classrooms, large capacity garbage cans will be placed throughout hallways to assist with spillover trash and promptly emptied.
- Bathrooms will be periodically closed and sinks, faucets, dispensers, related surfaces, paper towel/tissue dispensers and all bathroom commodes will be sanitized.
- After the building is completed, the cycle will be repeated on an ongoing basis.

This protocol will be evaluated and adjusted as needed.

#### **Second Shift All Schools:**

- Sweep floors and assigned classrooms and hallways
- Empty trans cans and replace liners
- Vacuum all rugs
- Dust air vents, window ledges and high areas
- Clean door areas and windows in and around doors.
- Wipe and sanitize cabinets, drawer handles
- Clean and disinfect toilets, urinals, sinks, faucets, flushometers, and surrounding areas with neutral disinfectant.
- Wet mop floors with neutral floor cleaners.
- Clean mirrors.
- Refill paper and soap dispensers.
- Clean water fountains.
- Clean tops of desks
- Clean toilet partitions
- Office surfaces, including desks, telephone

## Appendix K

### Academic, Social, and Behavioral Supports

*This school district should include in Appendix K supplemental materials, evidence, and further explanations of the elements listed in the Academic, Social, and Behavioral Supports section in the Board's Plan – Section A.2.a. through A.2.e.*

#### **Social Emotional Learning (SEL) and School Culture and Climate**

The Hackensack Public School district has been providing Social Emotional support for Educators since the forced closing in March of 2020. Some examples of support included a professional development day with a focus on mindfulness and gave staff an opportunity to engage in a variety of activities of their choice. A website with a variety of SEL resources was also provided to staff in the beginning of the summer. Through discussions with the Reopening Committee, the district is proposing pushing back the start day for students to give staff a chance to re-establish connections with each other as well as prepare with ample time for the students arrival.

There have been multiple meetings, which included roughly 80 staff members, and members of the community to discuss the reopening plan and give the opportunity for questions regarding reopening. Surveys have been sent to parents and students to get an understanding of how comfortable they are with returning to school as well as open-ended questions about concerns that they may have.

#### *Opening Day for Staff*

We believe that it is important for staff to return to a welcoming environment that acknowledges the trauma that we all experienced and are still experiencing. Therefore we plan to have unique welcoming back activities that will be organized by building administrators. We want our staff to feel comfortable, appreciated, and empowered so that they can have a productive year and support our returning and new students.

#### *Opening Day for Students*

Due to the alternating schedule, we will need to have two opening days for students since all students will not be in the building on the same days. Activities will include the following:

- At the elementary level, efforts will be made for students (particularly incoming 2nd, 3rd, and 4th graders) to communicate with their former teachers in order to feel a sense of closure.
- In grades 5 - 8, hold socially distant assemblies with 25% student body by grade. This may mean holding several assemblies throughout the day to provide safety measures, expectations, and mindfulness welcome back activities. This could involve music, student impromptu speeches based on a theme, and other creative thoughts as suggested by the SEL team.
- Make sure SEL is intertwined throughout the day, especially in the morning.
- Engage grades 5 & 6 students in a last year recap & closure activities: (e.g., writing a letter to your former teachers).
- Engage grades 7, 8, and 9 in a last year recap & closure activities: (e.g., sending an email to your former teachers).

- In grades 10-12, teachers may be able to welcome students back by sharing a 10 second video presentation (voluntarily) and present this video at the assemblies.
- Counseling will be available for students.

### **Multi-Tiered Systems of Support (MTSS)**

The district has always provided multi-tiered systems of support to students, which include intervention, enrichment, and additional support that are offered during the school day, before, or after school. The district has identified approximately 300 students who have not attended or had limited attendance during virtual instruction. This list has been shared with school administrators, and plans are being made to provide these students with additional support at the beginning of school. This might include additional in person time, or support to ensure attendance during virtual instruction.

### **Universal Screening**

#### • **Elementary Students**

1. The district is anticipating students reading below grade level in September. A district-wide elementary initiative is planned to assess student reading in a small group or one-on-one safe environment where students can feel comfortable. All students will be administered a running record and receive small group instruction either virtually or in person.
2. Unit assessments are in place in elementary schools for ELA and Math. Plans are in place to utilize these assessments virtually for grades 2-4 should the need arise.

#### • **Middle School and High School Students:**

1. Plans are in place to provide testing in late September or early October to all students in grades 5-12 in Math and Language Arts using Link-It.
2. Students would take the end-of-year test for their previous grade. For example, an incoming grade-six student would take the end-of-year grade-five test.

### **Wraparound Supports**

#### • **Mental Health Supports**

During remote learning, students are identified and contacted by school nurses, school counselors and other members of the school team in order to provide resources and referrals to students, parents and families based on their needs. This outreach includes zoom calls, telephone contact and sometimes socially distant home visits by our school resource officer. Check-ins for our vulnerable students and families will be conducted through targeted communication and consistent follow up. Referrals will be made for access to food, health care and mental health support including grief counseling.

Information regarding students in need will be sourced from teachers, support staff and or other school staff. Counseling and referrals will be ongoing.

#### • **Primary Health & Dental Care**

The students served by our school health services program will be followed closely to ensure that all well care including vaccinations, annual physicals and various other health needs are addressed. This may include referrals for eyewear and dental services. We expect to see children who may have lagged in basic access to health care and are

prepared to meet the challenge by engaging community partners such as our local medical center via telehealth support with an emergency room physician and identifying dental partners able to see children as walk-ins for emergency dental care and treatment.

In addition we are continuing to monitor students whose family lack insurance by having them seen at our local Federal Health qualified center, North Hudson Community Action Corp. for annual exams, and or sick visits. Our local health department will also be a point of referral for children in need of vaccination or immunizations and who may have lagged due to lack of insurance or access to medical care.

Our school physicians will be available to conduct physicals and or dental screenings on any at risk children and or children in need of medical and or dental care. School nurses continue to be part of the team that assesses the needs of the whole child and makes needed referrals.

- **Family Engagement**

District surveys were administered in Spanish and English regarding the reopening plan and concerns that students and parents have. There were also virtual town halls conducted for incoming Kindergarten students in both English and Spanish where parents had the opportunity to ask questions about the upcoming school year. Throughout the year, schools are planning on both virtual and in person (when able) events to engage families. Throughout the pandemic it was evident that parent attendance increased significantly when the parent programs were offered virtually.

- **Academic Enrichment/Expanded After School Learning**

Through ESSA funds, all schools have planned for after school programs offered in person or virtually if needed for academic support. The Hackensack High school also has a homework help program. Comet Parent Academy is offered through the Parent Outreach Office, which provides workshops and classes to families. These are planned to continue virtually in September. The Middle School has plans for a Language Arts and Math Intervention program while all four elementary schools have plans in place to support at risk students in Language Arts or Math through an after school program.

### **Food Service and Distribution**

Hackensack Public Schools has an ongoing contract with Maschios as their food service provider. Hackensack has opted to operate on an A/B schedule with the hopes of increasing capacity in phases. The initial reopening is slated September 1st-October 16th which will be in person instruction from 8:30am-12:30pm for K-12. When students are in person, they will receive breakfast which will be prepackaged and eaten in their classrooms. Upon dismissal they will receive a grab and go lunch. For students who are not receiving in person instruction, families will have the opportunity to pick up their breakfast and lunch during a window of time at various places throughout the city.

### **Quality Child Care**

The YMCA will hold before and after care in each of our elementary schools. The program will be designated to certain areas in each building which will be cleaned prior to and after each use. Additionally, the YMCA is looking into off site locations for childcare for students who are not scheduled to attend school on that day.

## Appendix N

### Scheduling of Students

*This school district should include in Appendix N the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.3., including, but not limited to:*

#### a. School Day

Hackensack Public Schools will offer a hybrid schedule as well as a full time remote program as required by the guidelines set forth by the New Jersey Department of Education in the “The Road Back: Restart and Recovery Plan for Education” document. For initial reopening, the entire district will operate in person at a reduced capacity with an all virtual option for parents and students. After surveying our parents, it was determined that it was preferred that students attended on the same days each week when possible. Students will be designated an “A” or a “B” day. “A” days are on Mondays and Thursdays, while “B” days are designated Tuesdays and Fridays. Wednesdays will be designated as an “A” or a “B” day depending on the week. Wednesdays will ensure that all students are receiving an equitable amount of in person instruction. For the initial reopening, students will attend in person instruction from 8:30-12:30.

Hackensack Public Schools is partnering with two Pre-K providers. Both of our pre-k providers will be offering a full day schedule from 9:00am-3:00pm as long as protocols issued by the state of New Jersey are followed.

For the 2020-2021 school year, when the school is on an A/B schedule the days will be designated as follows.

A Days	Monday & Thursdays	Wednesdays will operate as either an A or a B day as designated by the calendar below.
B Days	Tuesdays and Fridays	

SEPTEMBER 2020			OCTOBER 2020		
If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school	If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school
A Days	September 9, 10, 14, 17, 21, 23, 24, 30	8	A Days	October 1, 5, 7, 8, 14, 15, 19, 22, 26, 29	10
B Days	September 8, 11, 15, 16, 18, 22, 25, 29	8	B Days	October 2, 6, 9, 13, 16, 20, 21, 23, 27, 28, 30	11



NOVEMBER 2020			DECEMBER 2020		
If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school	If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school
A Days	November 2, 9, 12, 16, 18, 19, 23, 30	8	A Days	December 3, 7,9,10, 14,16, 17, 21, 23	9
B Days	November 4, 10,11, 13, 17,20, 24, 25	8	B Days	December 1, 2, 4, 8,11, 15, 18, 22	8
JANUARY 2021			FEBRUARY 2021		
If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school	If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school
A Days	January 4, 7, 11, 13, 14, 20, 21, 25, 28	9	A Days	February 1, 3,4,8, 11, 22, 24, 25	8
B Days	January 5, 6, 8, 12, 15, 19, 22, 26, 27, 29	10	B Days	February 2, 5, 9, 10,12, 23, 26	7
MARCH 2021			APRIL 2021		
If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school	If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school
A Days	March 1, 4,8,10,11, 15, 18 , 22, 24, 25	10	A Days	April 5, 8, 12, 14, 15, 19, 22, 26,28, 29	10
B Days	March 2,3,5, 9, 12, 16, 17, 19, 23, 26	10	B Days	April 6,7,9, 13, 16, 20,21, 23,27,30	10
MAY 2021			JUNE 2021		
If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school	If your child is scheduled to attend on..	The dates they will be in school are:	# of days in school
A Days	May 3, 6, 10, 12, 13, 17, 20, 24, 26, 27	10	A Days	June 2, 3, 7, 10, 14, 16, 17, 21	8
B Days	May 4, 5, 7, 11, 14, 18, 19, 21,25, 28	10	B Days	June 1, 4, 8, 9, 11, 15,18, 22	8
*June 23rd is the last day of school which falls on a Wednesday it is suggested that it is a full virtual day for all students in order to maintain an equal amount of A/B days for the year.					

**b. Educational Program**

At both the middle and high school, students will be able to attend class via live streaming on a daily basis. At the elementary level, virtual academy instructors will be assigned to a grade level to instruct the students whose parents have chosen the all virtual option. In order to better support staff and students three additional online resources were purchased to ensure that students receive engaging instruction and have access to a variety of resources. Whether students receive virtual or in person instruction all IEP's will be followed or modified to ensure the best support for students. To ensure collaboration, teachers will be provided with a common planning time so that constant communication is occurring and that any transitions from virtual to in person or vice versa would be smooth.

**C. Transition to Full Remote**

By the first day of school, all building administrators will have a schedule for full remote in the event of a Health related closure district-wide or by school.

## **Appendix O**

### **Staffing**

*This school district should include in Appendix O the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Sections B.4., B.5., and B.6.*

Teachers serve as the number one in-school factor impacting student learning. Regardless of the environment, teachers should clearly understand expectations and be supported and held accountable for student learning. Hackensack Public Schools will consider access and equity for all staff to ensure continuity of student learning. School reopening plans and decision-making throughout the school year will consider unique needs of each staff member, such as access to technology, social and emotional health, and child care concerns.

Clearly defined roles and responsibilities of school administrators, teachers, instructional assistants, educational services professionals, and student teachers will ensure continuity of learning and leverage existing resources and personnel to maximize student success.

### **Staffing Considerations**

The following needs will be taken into consideration when determining staff assignments, including, but not limited to:

- CDC and Department of Health guidance
- Federal, State and local law and regulations
- Board policies and regulations
- Staff members' certifications, experience and expertise.
- Considerations (e.g., risk factors, pre-existing health conditions, etc.) should inform the assignment of staff members to engage in in-person versus virtual learning. Such information must be documented and on file with the district's Human Resources department;
- Access to technology, both in the school building and at home;
- Support for the medical, social and emotional health and wellbeing of adults;
- Student enrollment, class size requirements and instructional needs;
- Support in navigating hybrid models of teaching and learning (see "Professional Development" section);
- Adjustments as needed to existing roles in order to accommodate new health and safety regulations;
- Honoring contractual obligations

### **Substitutes**

Substitutes will report to their designated school's Main Office, follow the same check-in procedures as staff for entry/health/safety screening, secure their assignment, and get directions from the designated school-based administrator.

- The contingency staffing plan includes hiring district substitutes to provide for sudden absences/emergency coverage needs, as well as providing for long-term substitutes through the substitute management service, in case of long-term absences and/or

vacancies.

- District-hired substitute teachers will participate in training to be able to provide for both virtual and hybrid settings.
- Substitutes will be designated to a single school building to minimize movement between schools.
- Nursing services agencies and South Jointure Regional will be used to provide for coverage needs related to school nurses, counselors, school psychologists and other CST positions.

### **In-person and Hybrid Learning Environments:**

The health and safety of our students is paramount and staff schedules will include designated time to support school building logistics required to maintain health and safety requirements, including, but not limited to:

- Reinforcing social distancing protocol with students and co-teacher or support staff;
- Monitoring student movement and hallway traffic in order to maintain safety according to guidelines;
- Limiting group interactions to maintain safety;
- Supporting school building safety logistics (entering, exiting, restrooms, etc.);
- Maintaining social distancing guidelines when in classrooms;
- Implementing predictable routines for students that support health and safety goals, while maintaining student engagement through varied instructional strategies.
- Providing regular feedback to students and families on expectations and growth.
- Supporting teachers in making necessary curricular adjustments and continuously improving the quality of instruction in remote and hybrid environments.
- Schedule permitting, staff will provide assistance with school building and safety logistics as needed;

### **Mentor Teachers:**

- Plan for “in-person” contact with the mentee using agreed upon communication methods and schedules that provide confidentiality and sufficient support.
- Identify the most immediate issues to address with the mentee considering technology needs and how to provide effective remote instruction.
- Establish observation protocols for remote environments that protect confidentiality, respect student privacy, and provide the mentee with relevant support.
- Integrate self-care, for mentor and mentee, into mentoring scheduling and practices.
- Continue to maintain logs of mentoring contact.
- Mentor teachers should consider all health and safety measures when doing in-person observations.
- Plan for “in-person” contact with the mentee using agreed upon communication methods and

schedules that provide confidentiality and sufficient support.

- Consider alternative methods for classroom observations and avoiding in-person contact where possible.

### **Administrators:**

In addition to administrators' non-instructional responsibilities, to ensure quality of continued learning in-person or virtually, administrators should:

- Consider roles for staff with health concerns, leveraging them to enhance the virtual learning environment and inform in-person instruction.
- Provide time for staff collaboration and planning
- Prioritize practical science and practical CTE areas for on-site opportunities.
- Prioritize vulnerable student groups for face-to-face instruction.
- Identify teachers and teacher leaders that may provide support to staff to continuously improve instruction in a virtual environment.
- Work with staff and faculty to ensure that teaching and learning, and all student services are effectively and efficiently developed, planned, and delivered.
- Hone collaboration, cooperation and relationship building skills using alternative methods to remain connected to virtual instruction.
- Define and provide examples of high-quality instruction given context and resources available.
- Assess teacher, student, and parent needs regularly.
- Ensure students and parents receive necessary supports to ensure access to instruction.
- Communicate expectations for delivering high-quality instruction, assessing, and monitoring student progress in the virtual environment, in accordance with NJDOE's Professional Standards for Teachers and NJ Professional Standards for Leaders (N.J.A.C. 6A:9).
- Plan a process to onboard students and reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.
- Collaborate on curriculum planning and assessing student academic and social emotional well-being when they return to school.
- Create feedback loops with parents and families about students' academic and social emotional health and well-being, through use of remote learning conferences and/or surveys to parents about their student's experience and learning while out of school.
- Share a comprehensive account of academic interventions and social emotional and mental health support services available through the district.
- Create and communicate realistic student schedules to increase student engagement and accountability for both hybrid and remote learning models.
- Collaborate in determining expectations for differentiated instruction and rigor in hybrid and remote learning models.
- Support families in connecting with teachers and other services they need to be successful in navigating the virtual environment.

- Ensure the Preschool Director/Contact person is involved in the planning so development activities and supports are in place for Preschool and supports transition to kindergarten.

### **Educational Services:**

- Lead small group instruction in a virtual environment.
- Facilitate the virtual component of synchronous online interactions.
- Manage online platform for small groups of in-person students while the teacher is remote.
- Assist with the development and implementation of adjusted schedules.
- Plan for the completion of course requests and scheduling (secondary school).
- Assist teachers with providing updates to students and families.
- Support embedding of SEL into lessons.
- Lead small group instruction to ensure social distancing.
- Consider student grouping to maintain single classroom cohorts.
- Consider alternative methods for one-on-one interactions avoiding in-person contact where possible.

### **Support Staff:**

Paraprofessionals that usually serve in physical classrooms supporting students and teachers may also provide support in the virtual environment, especially for struggling students, those with special needs, English language learners, and those that need additional support at home. Paraprofessionals may:

- Lead small group instruction to ensure social distancing.
- Consider student grouping to maintain single classroom cohorts.
- Consider alternative methods for one-on-one interactions avoiding in-person contact where possible.
- Pre-record read-alouds and videos around SEL activities and routines (P-2) Caption pre-recorded instructional videos from general education teachers.
- Provide real-time support during virtual sessions.
- Research websites, videos, and links for accessible activities that teachers can incorporate into lessons.
- Support families and students in accessing and participating in remote learning.
- Paraprofessionals can be added to online classes as co-teacher.
- Lead small group instruction in a virtual environment.
- Facilitate the virtual component of synchronous online interactions.
- Family Workers will need to provide support to parents via virtual platforms (Preschool)

## Appendix P

### Athletics

*This school district should include in Appendix P the locally developed protocols addressing the anticipated minimum standards as required by the NJDOE Guidance and referenced in the Board's Plan – Section B.7.*

The New Jersey State Interscholastic Athletic Association (NJSIAA) has established a COVID-19 Medical Advisory Task Force (MATF) responsible for providing the NJSIAA with guidance to allow New Jersey high school student-athletes to return to athletics as soon and as safely as possible. The NJSIAA is also convening a Sports Advisory Task Force which will be comprised of athletic directors from across the State and will be charged with reviewing State and local health guidelines, as well as NJDOE guidance, regarding the 2020-2021 school year. The Sports Advisory Task Force, which will also meet weekly, will determine, among other things, the extent to which changes may be needed for each interscholastic sports season.

Through the work of these task forces, the NJSIAA has marked the initial step toward a fall season return to high school sports with the release of initial return to play guidelines for workouts during the summer recess period. According to the NJSIAA: “If member schools wish, they may begin summer workouts on July 13; this phase will continue until at least July 26. Additional guidelines and specific timing for subsequent phases are pending, and details will be shared no less than two weeks before the next phase begins. Start dates for all fall sports remain unchanged, though NJSIAA continues to emphasize that all dates are subject to revision.”

Hackensack Public Schools will continue to monitor and follow the guidance provided by the NJSIAA with regards to interscholastic sports. NJSIAA Real Time Updates:

<https://www.njsiaa.org/events-news-media/news/njsiaa-builds-return-play-plan-provides-updates-fall-sports-season>

<https://www.njsiaa.org/covid-19-resources>

# POLICY GUIDE

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## 5330.05 SEIZURE ACTION PLAN

The Board of Education requires the development of a seizure action plan, an individualized health care plan, and an individualized emergency health care plan for students with epilepsy or a seizure disorder to care for and treat these students while at school pursuant to N.J.S.A. 18A:40-12.34 et seq.

In accordance with N.J.S.A. 18A:40-12.35, the parent of the student with epilepsy or a seizure disorder seeking epilepsy or seizure disorder care while at school shall submit the student's seizure action plan annually to the school nurse.

The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided the parents annually provide to the Board written authorization for the provision of epilepsy or seizure disorder care. The school nurse shall update these plans on an annual basis and as necessary in the event there is a change in the health status of the student. These plans shall include the information outlined in N.J.S.A. 18A:40-12.35.

In accordance with N.J.S.A. 18A:40-12.35, all staff members including staff working with school-sponsored programs outside the regular school day shall be trained in the care of students with epilepsy and seizure disorders. All school bus drivers, contracted and district-employed, shall be provided notice and information if they are transporting a student with epilepsy or a seizure disorder pursuant to N.J.S.A. 18A:40-12.36. The school nurse shall obtain a release from the parent of the student to authorize the sharing of medical information in accordance with N.J.S.A. 18A:40-12.37.

No school employee, including a school nurse, school bus driver, school bus aid, or any other officer or agent of the Board, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38, nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person trained in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.34 through N.J.S.A. 18A:40-12.38. Good faith shall not include willful misconduct, gross negligence, or recklessness.

N.J.S.A. 18A:40-12.34 et seq.

Adopted:





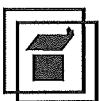
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## R 5330.05 SEIZURE ACTION PLAN

### A. Definitions (N.J.S.A. 18A:40-12.34)

1. “Individualized emergency health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals, which is consistent with the recommendations of the student’s health care providers and which provides specific actions for non-medical school staff to do in a particular emergency situation and is signed by the parent or guardian and the school nurse.
2. “Individualized health care plan” means a document developed by the school nurse, in consultation with the parent of a student with epilepsy or a seizure disorder and other appropriate medical professionals who may be providing epilepsy or seizure disorder care to the student, which is consistent with the recommendations of the student’s health care providers and which sets out the health services needed by the student at school and is signed by the parent or guardian and the school nurse.
3. “School” means an elementary or secondary public school located within this State.
4. “School employee” means a person employed by a school district.
5. “Seizure action plan” means a comprehensive document provided by the student’s physician, advanced practice nurse, or physician’s assistant which includes, but is not limited to, information regarding presentation of seizures, seizure triggers, daily seizure medications, seizure first aid, and additional treatments.



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B. Annual Submission of Student's Seizure Action Plan (N.J.S.A. 18A:40-12.35)

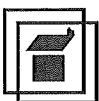
1. The parent of a student with epilepsy or a seizure disorder who seeks epilepsy or seizure disorder care for the student while at school shall annually submit to the school nurse the student's seizure action plan.
2. The school nurse shall develop an individualized health care plan and an individualized emergency health care plan for the student, provided that the parents of the student annually provide to the Board of Education written authorization for the provision of epilepsy or seizure disorder care.
3. The individualized health care plan and individualized emergency health care plan, developed in accordance with N.J.S.A. 18A:40-12.35, shall be annually updated by the school nurse and as necessary in the event there is a change in the health status of the student.
4. Each individualized health care plan shall include, and each individualized emergency health care plan may include, the following information:
  - a. Written orders from the student's physician or advanced practice nurse outlining the epilepsy or seizure disorder care;
  - b. The symptoms of the epilepsy or seizure disorder for that particular student and recommended care;
  - c. Full participation in exercise and sports, and any contraindications to exercise, or accommodations that must be made for that particular student;
  - d. Accommodations for school trips, after-school activities, class parties, and other school-related activities;



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- e. Education of all school personnel about epilepsy and seizure disorders, how to recognize and provide care for epilepsy and seizure disorders, and when to call for assistance;
  - f. Medical and treatment issues that may affect the educational process of the student with epilepsy or the seizure disorder;
  - g. The student's ability to manage, and the student's level of understanding of, the student's epilepsy or seizure disorder; and
  - h. How to maintain communication with the student, the student's parent and health care team, the school nurse, and the educational staff.
5. The Superintendent or designee shall coordinate the provision of epilepsy and seizure disorder care at school and ensure that all staff are trained in the care of students with epilepsy and seizure disorders, including staff working with school-sponsored programs outside of the regular school day.
6. The training required pursuant to B.5. above shall include a Department of Health approved on-line or in-person course of instruction provided by a nonprofit national organization that supports the welfare of individuals with epilepsy and seizure disorders.
- C. Information Provided to Bus Driver (N.J.S.A. 18A:40-12.36)
- 1. In the event a school bus driver transports a student with epilepsy or a seizure disorder, the School Business Administrator/Board Secretary or designee shall provide the driver with:
    - a. A notice of the student's condition;
    - b. Information on how to provide care for epilepsy or the seizure disorder;



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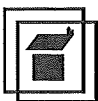
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- c. Emergency contact information;
- d. Epilepsy and seizure disorder first aid training; and
- e. Parent contact information.

D. Release to Share Medical Information (N.J.S.A. 18A:40-12.37)

- 1. The school nurse shall obtain a release from the parent of a student with epilepsy or a seizure disorder to authorize the sharing of medical information between the student's physician or advanced practice nurse and other health care providers.
  - a. The release shall also authorize the school nurse to share medical information with other staff members of the school district as necessary.

Adopted:



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## 7440 SCHOOL DISTRICT SECURITY

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment.

The Board shall provide to local law enforcement authorities a copy of the current blueprints and maps for all schools and school grounds within the school district or nonpublic school. In the case of a school building located in a municipality in which there is no municipal police department, a copy of the blueprints and maps shall be provided to an entity designated by the Superintendent of the New Jersey State Police. The Board shall provide revised copies to the applicable law enforcement authorities or designated entities any time that there is a change to the blueprints or maps.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13.

The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in



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accordance with the provisions of N.J.S.A. 18A:17-43.2. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

**The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.**

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3;  
18A:41-7.1; 18A:41-10; 18A:41-11; 18A:41-12; 18A:41-13; **18A:41-14**  
N.J.A.C. 6A:16-1.3; 6A:26-1.2

Adopted:



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## R 7440 SCHOOL DISTRICT SECURITY

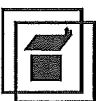
### A. Definitions

“Access” means authorized access to a school building or school grounds through the use of a Board-approved key control system.

“Key control system” means the use of a key, card, code, or any other means to disengage a locking mechanism to provide entry to a school building or school grounds.

“Panic alarm” means a silent security system signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from law enforcement.

“School buildings” and “school grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider and structures that support these buildings, such as school district wastewater treatment facilities, generating facilities, and other central service facilities including, but not limited to, kitchens and maintenance shops. “School buildings” and “school grounds” also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. “School buildings” and “school grounds” also includes other facilities such as playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land in accordance with N.J.A.C. 6A:16-1.3 and 6A:26-1.2.



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## B. Access to School Buildings and School Grounds

1. Access to school buildings and grounds during the school day will be permitted to all students enrolled in the school, all authorized school staff members, and visitors pursuant to Policy and Regulation 9150.
2. Access to school buildings and grounds before and after the school day will be permitted to:
  - a. Members of the Board of Education;
  - b. Administrative and supervisory staff members, teaching staff members, and support staff members assigned to a school building or grounds in the performance of their duties;
  - c. Other school staff members in the performance of their professional responsibilities;
  - d. Students involved in interscholastic athletics, co-curricular or extra-curricular activities, and authorized spectators;
  - e. Members of organizations granted the use of school premises pursuant to Policy and Regulation 7510;
  - f. Police officers, fire fighters, health inspectors, and other agents of Federal, State, and local government in the performance of their official duties;
  - g. Members of the public present to attend a public Board of Education or public school-related function; and
  - h. Others authorized by the Superintendent or designee and/or by Board Policy.





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3. All visitors to a school building during a school day will be required to register their presence in the school and comply with the provisions of Policy and Regulation 9150. The school's registration and sign-in procedures may include the use of a school visitor management system requiring the visitor to present acceptable identification to access the school building.
  4. Signs will be conspicuously posted to inform visitors of the requirement to register their presence into the building.
- C. Key Control System for Access to School Buildings and Facilities
1. School staff members will be provided access to a school building using the school's key control system as follows:
    - a. Teaching staff members and support staff members will be provided access using the school's key control system to the school building and to other facilities on school grounds to which they require access for the performance of their professional duties.
      - (1) The Building Principal will determine the school staff members who shall be provided access to facilities within the school building and on school grounds.
      - (2) The Superintendent or designee will determine the district administrators, supervisors, and other staff members who shall be provided access to facilities within the school building and on school grounds.
  2. School staff members provided access to a school building or other facilities on school grounds shall be responsible for ensuring their key control system authorization is not shared with another individual without prior approval of the Principal or designee for school staff members, or the Superintendent or designee for district staff members. Staff members are prohibited from permitting their key control system authorization to be used by another person

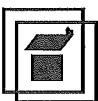


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unless prior approval is obtained from the Principal or designee at the building level and Superintendent or designee at the district level or in the event of an emergency.

3. A staff member's loss of a key, card, or any other device authorizing the staff member access to a school building or a facility on school grounds must be immediately reported to the Principal or Superintendent or designee. The staff member who loses a key, card, or any such access device may be responsible for the replacement cost.
- D. School Building Panic Alarm or Emergency Mechanisms (N.J.S.A. 18A:41-10 through 13)
1. Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency including, but not limited to, a non-fire evacuation, lockdown, or active shooter situation.
  2. The alarm shall be directly linked to local law enforcement authorities or, in the case of a school building located in a municipality in which there is no municipal police department, a location designated by the Superintendent of the New Jersey State Police.
  3. The alarm shall be capable of immediately transmitting a signal or message to such authorities outlined in D.2. above upon activation.
  4. The alarm shall not be audible within the school building.
  5. Each panic alarm required under N.J.S.A. 18A:41-11 and Policy and Regulation 7440 shall:
    - a. Adhere to nationally recognized industry standards, including the standards of the National Fire Protection Association and Underwriters Laboratories; and
    - b. Be installed solely by a person licensed to engage in the alarm business in accordance with the provisions of N.J.S.A. 45:5A-27.



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6. The school district may equip its elementary and secondary school buildings with an emergency mechanism that is an alternative to a panic alarm if the mechanism is approved by the New Jersey Department of Education.

## E. Staff Member Responsibilities

1. Staff members should not bring to school valuable personal items that cannot be in the staff member's personal possession at all times. The Board of Education is not responsible for a staff member's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed.
2. In the event a staff member observes a student has a valuable item in school, the staff member will report it to the Principal or designee. A valuable item may include, but is not limited to, an unusually large amount of money, expensive jewelry or electronic equipment, or any item that is determined by the Principal or designee to be valuable to a student based on the student's age.
  - a. The Principal or designee may contact the student's parent and request the parent come to school to retrieve the valuable item;
  - b. The Principal or designee may secure the valuable item and return it to the student at the end of the school day and inform the student and the parent not to bring the valuable item to school in the future; or
  - c. The Principal or designee will permit the student to maintain the valuable item and inform the student and the parent not to bring the valuable item to school in the future.
  - d. The Board of Education is not responsible for a student's personal possession in the event the item is lost, stolen, misplaced, damaged, or destroyed when in the possession of the student.



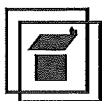
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3. Teaching staff members shall close classroom windows and shut and lock classroom doors when leaving at the end of the school day; shut and lock classroom doors during the school day when the room is not going to be in use after their assignment, and report immediately to the Principal or designee any evidence of tampering or theft.
4. Custodians shall, at the end of the work day, conduct a security check of the building to make certain that all windows are closed and all office, classroom, and building doors are shut and locked, except as such doors may be required to be open for persons with access.
5. Office personnel shall take all reasonable precautions to ensure the security of all school and district records and documents against unauthorized access, deterioration, and destruction.

## F. School Safety Specialist

1. The Superintendent of Schools shall designate a school administrator, or a school employee with expertise in school safety and security, as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3.
2. The School Safety Specialist shall:
  - a. Be responsible for the supervision and oversight for all school safety and security personnel, policies, and procedures in the school district;
  - b. Ensure that these policies and procedures are in compliance with State law and regulations; and
  - c. Provide the necessary training and resources to school district staff in matters relating to school safety and security.
3. The School Safety Specialist shall also serve as the school district's liaison with law enforcement and national, State, and community agencies and organizations in matters of school safety and security.



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4. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist Certification in accordance with the provisions of N.J.S.A. 18A:17-43.2.

## G. Summoning Law Enforcement Authorities

1. Law enforcement authorities will be summoned promptly whenever evidence is discovered that indicates: a crime has been committed on school premises or in the course of staff or student transportation to or from school; a break and entry may have occurred on school grounds; a deadly weapon is on school premises; a breach of the peace has occurred on school premises; for any reason required in the Memorandum of Understanding between the Board of Education and Law Enforcement and in accordance with Policy and Regulation 9320; or for any other reason there is concern about the health, safety, and welfare of persons on school grounds or school property.
2. Anytime law enforcement agents are summoned in accordance with G.1. above, the Superintendent will be notified as soon as possible.

## H. Annual School Safety Audit for Each School Building

1. **The district shall annually conduct a school safety audit for each school building using the checklist developed by the New Jersey Office of Homeland Security and Preparedness in collaboration with the Department of Education pursuant to section H.2. below.**
  - a. **The district shall submit the completed audit to the New Jersey Office of Homeland Security and Preparedness and the Department of Education in accordance with the provisions of N.J.S.A. 18A:41-14.a.**



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Emergency and Crisis Situations

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## 8420 EMERGENCY AND CRISIS SITUATIONS

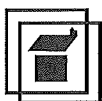
The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

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

A copy of the school district's school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district's safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

**The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's**



# POLICY GUIDE

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### Emergency and Crisis Situations

**practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.**

In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. Although these outside agencies are not required to observe school security drills, the Principal is encouraged to invite representatives from local law enforcement and emergency responder agencies to attend and observe at least four different security drills annually.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. 18A:41-1 et seq.; **18A:41-7**

N.J.A.C. 6A:16-5.1; 6A:27-11.2

Adopted:





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Emergency Procedures for **Sports and Other**  
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## R 2431.1 EMERGENCY PROCEDURES FOR SPORTS AND OTHER ATHLETIC PRACTICES AND COMPETITIONS ACTIVITY

### A. Definitions

1. **“Athletic Activity” means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities** ~~“Programs of athletic competition” means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.~~
2. **“Health personnel” means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, the licensed athletic trainer,** and members of the first aid squad or ambulance team.
3. **“Parent” means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.**



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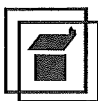
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Emergency Procedures for **Sports and Other**  
~~Athletic Practices and Competitions~~ **Activity**

4. ~~“Student” means a student enrolled in this district and a student enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.~~

## B. Precautions

1. All coaches, including assistant coaches, **and all staff who supervise sports and other athletic activity** will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.
2. Athletic coaches **or supervising staff members** are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student athletes shall be required to report promptly to the athletic coach **or supervising staff member** any injury ~~or disability~~ occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the **licensed** athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent.



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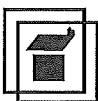
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Emergency Procedures for **Sports and Other**  
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**[Required for School Districts with any of the Grades Six through Twelve  
And Optional for School Districts without any Grades Six through Twelve]**

**C. Emergency Action Plan and Procedures**

- 1. The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.**
- 2. The following emergency action plan procedures shall be established and implemented whenever a student athlete is seriously injured when participating in sports or other athletic activity or disabled in the course of an athletic practice or competition sponsored by this district. The emergency action plan shall include the following:**
  - a. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;**
  - b. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities;**
  - c. Identification of the activity location or venue;**
  - d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and**



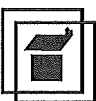
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Emergency Procedures for **Sports and Other**  
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- e. A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.
3. The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.
  4. The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:
    - a1. The athletic coach **or supervising staff member** shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.
    - b2. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach **or supervising staff member** shall administer such first aid as may be necessary.
    - c3. If the student's injury ~~or disability~~ requires more than routine first aid, the athletic coach **or supervising staff member** shall:
      - (1)a. Summon emergency personnel by calling 911; or
      - (2)b. Arrange for the student's transportation to the nearest hospital or the office of the school **physician medical inspector**.



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Emergency Procedures for **Sports and Other  
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d4. The athletic coach or **supervising staff member** his/her designee shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) ~~or legal guardian(s)~~ of the student's injury ~~or disability~~ and the condition and location of the student.

e5. An injured ~~or disabled~~ student who has been transported away from school premises must be accompanied by the athletic coach **or supervising staff member**, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach **or supervising staff member**.

56. These emergency procedures ~~shall~~ **may** be followed when the injured ~~or disabled~~ student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.]

## D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.

### ED. Reports

1. The athletic coach **or supervising staff member** shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of his/her participation in **sports or other athletic activity** ~~the athletic program of this district~~, regardless of the severity of the injury ~~or disability~~. The report shall include:



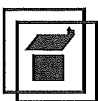
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- a. The date of the incident;
  - b. The name, age, **and** grade level, ~~and gender~~ of each injured ~~or disabled~~ student;
  - c. The district in which the student is enrolled;
  - d. The name and district of each student involved in the incident;
  - e. A narrative account of the incident;
  - f. A detailed description of the injury ~~or disability~~;
  - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;
  - h. The place, if any, to which the student was taken and the persons who accompanied the student; and
  - i. ~~A memorandum of~~ **How** the notice **was provided** given to the student's parent(s) ~~or legal guardian(s)~~.
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
  3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
  4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of **the sport or other** athletic activities shall be maintained by the ~~athletic director~~ **Principal or designee**, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ **Principal or designee** shall report the findings of his/her analysis to the Superintendent **on an annual basis** ~~at the close of each sport season~~.



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5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

## FE. Readmission to Athletic Activities

A student **who sustains a serious or potentially life-threatening injury while participating in a** ~~injured or disabled in the course of sport or an other~~ athletic activity will be permitted to **resume** ~~participate~~ ~~in~~ athletic competition ~~only on the~~ **upon submission of** written permission **medical clearance** ~~of from the student's medical home, which shall be subject to review by school district health personnel~~ ~~the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics.~~ Written notice of that determination, **approved** signed by the school **health personnel** ~~medical inspector or designated team doctor~~ as appropriate, shall be given to the student's parent(s) ~~or legal guardian(s)~~.

The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

Adopted:

