

POLICIES

<u>POLICY NUMBER</u>	<u>SCHEDULE NUMBER</u>	<u>TITLE</u>
070 (1230) (Bylaw-Article VII, Section 10)	D- 1	Duties of Superintendent
205 (2530)	D- 2	Resource Materials
206 (2520)	D- 3	Instructional Supplies
221 (2422)	D- 4	Health Education
301 (3111)	D- 5	Creating Positions
304 (3160)	D- 6	Physical Examination
3040 (3160) (Regulation)	D- 7	Physical Examination
309 (1240)	D- 8	Evaluation of Superintendent
402 (4125)	D- 9	Employment of Support Staff Members
408 (4160)	D-10	Physical Examination
4080 (4160) (Regulation)	D-11	Physical Examination
502 (5112)	D-12	Entrance Age
523 (5530)	D-13	Substance Abuse
5230 (5530) (Regulation)	D-14	Substance Abuse
606 (6320)	D-15	Purchases Subject to Bid
614 (6470)	D-16	Payment of Claims
622 (6440)	D-17	Cooperative Purchasing
710 (7300)	D-18	Disposition of Property
714 (7432)	D-19	Eye Protection
806 (8451)	D-20	Control of Communicable Disease
808 (8500)	D-21	Food Services

Dated:
September 24, 1990

BYLAW

No. 070 (1230)

BOARD OF EDUCATION
NUTLEY
Duties - pg 1

ARTICLE VII

Section 10.

DUTIES OF SUPERINTENDENT

The Superintendent shall strive to achieve the educational goals established by the Board of Education by providing professional leadership to staff members and by acting as a suitable model for district employees and pupils in the schools and the community.

- A. In the discharge of his or her general responsibilities, the Superintendent shall:
1. Insure that all aspects of district operation comply with State law and regulations as well as Board contracts and policies;
 2. Establish and maintain a written educational plan for the schools of the district consistent with the educational goals adopted by the Board;
 3. Insure proper implementation of the educational plan;
 4. Strive to make efficient use of district resources in the daily operations of the schools;
 5. Assign staff to achieve the maximum effectiveness towards the attainment of educational goals;
 6. Evaluate the progress of the teaching and support staff members in the performance of their assigned tasks;
 7. Analyze the results of instructional program development as it applies to the Board's educational goals;
 8. Recommend changes in instruction or staff based on an analysis of staff or program progress.
 9. Work cooperatively with the Board and administrative staff;

BOARD OF EDUCATION
NUTLEY
Duties - pg 2

ARTICLE VII

10. Prepare, maintain, and promulgate a manual of administrative regulations implementing the education statutes, rules of the State Board of Education, and Board policy; and
 11. Strive toward the highest standards of personal and professional conduct.
- B. In the discharge of his or her specific statutory duties, the Superintendent shall:
1. Report to the Commissioner and the county superintendent or or before August 1 of each year matters relating to the schools in the manner and form prescribed by the Commissioner, N.J.S.A. 18A:17-21;
 2. Report to the Board forthwith any suspension of an assistant superintendent, principal, or other teaching staff member, N.J.S.A. 18A:25-6;
 3. Report the suspension of a pupil to the Board at its next regular meeting, N.J.S.A. 18A:37-4;
 4. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district, N.J.S.A. 18A:17-20;
 5. Assume a seat on the Board and the right to speak on all educational matters, but shall have no vote, N.J.S.A. 18A:17-20;
 6. Visit the schools under his or her jurisdiction and examine into their condition and progress, N.J.A.C. 6:3-1.12(a);
 7. Be responsible for the discipline and the conduct of the schools and for the supervision of instruction and for advising the principals and teachers in procedures, methods, and materials of instruction, N.J.A.C. 6:3-1.12(b);

8. Exercise such educational and administrative leadership, supervision, and guidance as may be necessary for producing the best educational conditions and outcomes, N.J.A.C. 6:6-1.12(c);
9. Appoint such clerks as may be authorized by the Board, N.J.A.C. 6:3-1.12(d);
10. Nominate to the Board such assistant superintendents as the Board shall have authorized, N.J.A.C. 6:3-1.12(e);
11. Recommend to the Board the formal appointment of all teaching staff members, N.J.A.C. 6:3-1.12(f);
12. Recommend and prepare for the Board for its approval a list of textbooks and reference and library books, materials of instruction, instructional equipment and school supplies, N.J.A.C. 6:3-1.12(g);
13. Ascertain that teachers are properly certificated and report to the Board any teachers who are not properly certificated, N.J.A.C. 6:3-1.12(h); and
14. Make reports to the Board on the schools under his or her supervision and, when so required, to the county superintendent, the Commissioner, and the State Board of Education, N.J.A.C. 6:3-1.12(i).

The Superintendent shall be directly responsible to the Board for the performance of assigned duties and responsibilities.

N.J.S.A. 18A:17-18, 17-20, 17-21, 25-6
N.J.A.C. 6:3-1.11, 3-1.12, 3-1.22

Policy

No. 205 (2530)

Board of Education Nutley

PROGRAM

RESOURCE MATERIALS

The Board shall provide instructional and evaluative materials, within budgetary constraints, to implement the district and school educational goals and objectives and meet pupil needs. Such materials shall include reference books, other supplementary titles, all audio-visual materials, maps, library books and any other resource material.

The Superintendent shall be responsible for the selection and maintenance of all resource materials and shall develop selection procedures which:

- a. appoint appropriate administrative and instructional staff to select resource materials.
- b. insure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program.
- c. insure an inventory of resource materials that is well-balanced and well-rounded in coverage of subject, types of materials and variety of content.

The Superintendent is directed to apply the following standards to the selection of resource materials.

1. Materials shall be suited to the varied interests, abilities, reading levels and maturation levels of the pupils to be served.
2. Wherever possible, materials shall provide

BOARD OF EDUCATION

NUTLEY

Resource Materials - pg 2

PROGRAM

major opposing views on controversial issues so that pupils may develop under guidance the practice of critical reading and thinking.

3. Wherever possible, materials will be examined for bias based on race, sex, national origin, color, creed, religion, ancestry, handicap, or social or economic status.

4. Materials shall be factually accurate and of genuine literary or artistic value.

5. Materials shall be of a quality and durability appropriate to their intended use and longevity.

6. Materials shall relate to, support and enrich the courses of study adopted by the Board.

Date Adopted: 5/21/80

Date Revised: 9/24/90

Policy

No. 206 (2520)

Board of Education Nutley

PROGRAM

INSTRUCTIONAL SUPPLIES

It shall be the policy of this Board to supply each teaching staff member with the supplies, materials and equipment necessary for the implementation of the approved program and students with the supplies and materials they need for the successful completion of courses of study which are part of their assigned curriculum.

Exceptions to this policy shall be:

- a. Where the individualized and non-reusable clothing or equipment is required for reasons of safety, health or the protection of school property, pupils will be requested to provide their own clothing or equipment which shall meet standards set by the school. Such standards shall be those reasonably related to the considerations of safety, health and protection of property.
- b. Where students prepare in shops useful items which they are permitted to keep, they shall pay the district the cost of the materials used.
- c. The Board may require that students provide certain supplies for the conduct of co-curricular activities.

The Superintendent shall develop regulations for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.S.A. 18A:34-1, 18A:40-12.1

Date Adopted: 5/21/80

Date Revised: 9/24/90

Policy

No. 221 (2422)

Board of Education Nutley

PROGRAM

HEALTH EDUCATION

The Board of Education shall provide a comprehensive health education program through a coordinated sequential curriculum at all grade levels, with instructional units appropriate to the age, growth and development, and maturity of pupils.

The Superintendent shall develop and recommend to the Board a program of health education designed to encourage the attitudes and practices that are conducive to good health, promote well-being, and prevent disease. The program of health education will include instruction in personal health and hygiene, growth and development, dental health, mental and emotional well-being, accident prevention and safety, consumer health, community and environmental health, family life, and the prevention of substance abuse, disease, and human immunodeficiency virus (HIV) infection.

Staffing

Except as provided below for family life education, courses in health education will be taught by teachers whose certification qualifies them to teach health education. Teachers of the family life, substance abuse, and HIV prevention programs will be offered specific in-service training.

Excusal

Any pupil whose parent or guardian presents to the school principal a signed statement that any part of the instruction in health, family life, or sex education is in conflict with his or her conscience or sincerely held moral or religious beliefs shall be excused from the portion of the course in which such instruction is being given, and no pupil so excused shall be penalized by loss of credit or denial of a diploma otherwise earned.

Community involvement

The programs of instruction for family life education and HIV prevention shall be developed through appropriate consultation and in participation with teachers, school administrators, parents and guardians, secondary school pupils, physicians, members of the clergy, and representative members of the

Board of Education

Nutley

HEALTH EDUCATION - pg. 2

PROGRAM

community. Such consultation shall continue, as appropriate, as the program is continually evaluated and revised.

Family life education

The Board will adopt a coordinated, sequential family life education program in grades K through 12 which includes instruction in human development, sexuality, and reproduction; in the physical, mental, emotional, social, economic, and psychological aspects of interpersonal relationships; and in emerging health and social issues.

A copy of the complete district family life education curriculum and all instructional materials shall be available for public inspection in each school in the district prior to its use in any classroom. The parent or guardian of each pupil enrolled in the program shall receive annually an outline of the curriculum and a list of instructional materials for that pupil's grade along with notice of the availability for review of the complete curriculum and all materials.

The family life program may be taught by district personnel certified to teach biology, comprehensive science, elementary grades, health, health and physical education, home economics, nursery school, psychology, or special education classes, and the school nurse. The program may utilize the contributions of such community resource persons as parents, physicians, the clergy, attorneys, school social workers, school psychologists, and law enforcement personnel. The Board encourages the utilization of teachers in other disciplines through an interdisciplinary approach.

Board of Education
Nutley
HEALTH EDUCATION - pg. 3

PROGRAM

Substance abuse education

Instructional programs on the nature of drugs, alcohol, tobacco, and anabolic steroids and their physiological, psychological, sociological, and legal effects on the individual, the family, and society shall be taught at every grade level in a manner adopted to the age and understanding of the pupils. Such substance abuse education will be integrated with the health education program. Substance abuse education in grades 7 through 12 will be conducted for a minimum of ten clock hours per school year.

N.J.S.A. 18A:35-4.4, 4.6; 18A:40A-1 et seq.
N.J.A.C. 6:4-1.5(e)1; 6:29-4.1, 29-4.2; 29-6.6

Date Adopted: 9/24/90
Date Revised:

Policy

No. 301 (3111)

Board of Education Nutley

PROFESSIONAL
STAFF

CREATING POSITIONS

The Board of Education recognizes its authority to create and fill teaching staff member positions to implement a thorough and efficient system of free public schools.

The Board shall create new positions as they are required, approve job titles, and specify the number of positions required to staff adequately each employment category. Job descriptions shall be prepared in accordance with Policy No. 103 (1400). The Board shall, on a careful review of the position, establish the background experiences and personal qualities, if any, to be required of candidates or preferred among applicants for a particular position. Any such local qualifications shall be flexibly applied.

The Superintendent shall recommend to the Board such new positions or additions to existing employment categories as may be required by the specific instructional needs of pupils of the district and each school within the district.

Positions shall, to the maximum extent possible, conform to certification regulations of the State Board of Education. When district organization requires the creation of a nonconforming, unrecognized position, the approval of the county superintendent shall be sought before the position is filled.

N.J.S.A. 18A:16-1, 18A:28-1

N.J.A.C. 6:3-1.24, 6:8-3.3, 6:11-3.6

Date Adopted: 5/21/80

Date Revised: 9/24/90

Policy

No. 304 (3160)

Board of Education Nutley

PROFESSIONAL STAFF

PHYSICAL EXAMINATION

The Board of Education requires that each teaching staff member newly employed in this district, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with district regulations.

Each teaching staff member employed by this district shall annually submit an updated employee health history accompanied by an assurance statement certifying, over the member's signature, that the information supplied is true to the best of his or her knowledge. Any employee who refuses to submit an updated health history with a signed assurance statement shall be required to submit a full health history and undergo a medical evaluation.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the teaching staff member's fitness to function in the position he or she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

Board of Education
Nutley
PHYSICAL EXAMINATION

PROFESSIONAL STAFF

All records containing medical and health information about individual employees will be stored and maintained separately from other personnel files, and the information contained in medical records will be kept confidential. Only the employee, the Superintendent, the school medical inspector, and the school nurse shall have access to an individual employee's medical records.

N.J.S.A. 18A:16-2 et seq.
N.J.A.C. 6:29-2.3, 29-7.1 et seq.

Date Adopted: 9/24/90
Date Revised:

Regulations

No. 3040 (3160)

Board of Education

PROFESSIONAL STAFF

PHYSICAL EXAMINATION

A. Definitions

1. "Assurance statement" means a written document signed by the subject employee certifying that the information contained in the document is true to the best of the employee's knowledge and belief.
2. "Employee" means the holder of any full-time or part-time position of employment.
3. "Health history" means a written record of a person's past health events and history, completed by the person or the person's physician.
4. "Health screening" means a testing, by various appropriate diagnostic tools, to determine the presence or precursors of disease or a debilitating condition.
5. "Medical evaluation" means the examination of a person's body by a physician licensed to practice medicine.
6. "Medication" means a drug or other agent prescribed by a physician.
7. "Physical examination" means the assessment of a person's health by health history, health screening, and medical evaluation.
8. "Psychiatric examination" means an examination conducted for the purpose of diagnosing mental disorders by a person licensed to conduct psychological or psychiatric examinations.

B. Employees' initial physical examination

Each newly employed teaching staff member shall be required to undergo a physical examination that consists of a health history, health screenings, and medical evaluation.

BOARD OF EDUCATION

NUTLEY

PHYSICAL EXAMINATION - pg. 2

PROFESSIONAL STAFF

1. A health history shall be completed by the employee or by his or her physician and shall include the employee's
 - a. Past serious illnesses and injuries,
 - b. Current health problems,
 - c. Allergies, and
 - d. Current medications.
2. The employee shall submit to health screenings which consist of the measurement of his or her
 - a. Height and weight,
 - b. Blood pressure,
 - c. Pulse and respiration rates,
 - d. Vision, and
 - e. Hearing ability.
3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - a. A newly employed member will be exempt from the Mantoux test if he or she presents satisfactory documentation of a test
 - (1) Administered in a New Jersey school district from which the member has transferred or
 - (2) Administered in any place within the six months previous to the member's initial employment in this district.
 - b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.
 - c. If the results of the Mantoux test so indicate, the

BOARD OF EDUCATION
NUTLEY

PHYSICAL EXAMINATION - pg. 3

PROFESSIONAL STAFF

employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he or she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.

- d. An employee who presents a physician's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.

- 4. The medical evaluation shall consist of the examination of the employee's body to the extent necessary to determine the employee's fitness to function in the position he or she holds and to detect any health risks to pupils and other employees.

C. Annual physical examination

- 1. Each employee will comply with the requirement for an annual physical examination by submitting to the school nurse, no later than October 1, an updated health history that includes the employee's
 - a. Current health problems and
 - b. Current medications.
- 2. The employee's updated health history shall be submitted with an assurance statement.

BOARD OF EDUCATION

NUTLEY

PROFESSIONAL STAFF

PHYSICAL EXAMINATION - pg. 4

3. An employee who fails to submit an assurance statement shall be required to undergo a physical examination that includes a health history (B1) and a medical evaluation (B4).

Date Adopted: 9/24/90

Date Revised:

Board of Education Nutley

ADMINISTRATION

EVALUATION OF SUPERINTENDENT

The Board of Education will evaluate the performance of the Superintendent, tenured or nontenured, in order to assist both the Board and the Superintendent in the proper discharge of their responsibilities and to enable the Board to provide the district with the best possible leadership.

The objective of the Board's evaluation will be to promote professional excellence and improve the skills of the Superintendent, to improve the quality of education received by the pupils of this district, and to provide a basis for the review of the Superintendent's performance.

The Superintendent shall be evaluated annually by the Board. The evaluation will be based on the job description for the position of Superintendent and this policy. The job description and any revisions thereto will be developed in consultation with the Superintendent and adopted by the Board. The evaluation of a nontenured Superintendent will be completed by April 30.

This policy will be delivered to the Superintendent upon its adoption, and any amendment to this policy will be delivered to the Superintendent within ten working days after its adoption.

Evaluation criteria

Criteria for the evaluation of the Superintendent will be based upon the Superintendent's job description and will related directly to each of the tasks described. Each criteria will be brief and will focus on a major function of the position, be based on observable information rather than on factors requiring subjective judgment, and be written in a consistent format.

The Board shall develop and approve criteria for the evaluation of the Superintendent. Evaluation criteria will be reviewed as necessary and as requested by the Superintendent, but not less than annually and upon any revision of the Superintendent's job description. Any proposed revision of the evaluation criteria will be provided to the Superintendent for his or her comments before its adoption, and a copy of the adopted revision shall be provided the Superintendent within ten working days of its adoption.

BOARD OF EDUCATION
NUTLEY

ADMINISTRATION

Evaluation of Superintendent - pg 2

Collection and reporting of evaluation data

Data for the evaluation of the Superintendent will be gathered by any one or more of the following methods: direct observation, review of a document produced in the performance of the Superintendent's assigned duties; interviews with the Superintendent.

A tenured Superintendent shall be observed in the performance of his or her assigned duties at least once annually, and a nontenured Superintendent shall be observed at least three times annually. Preference shall be given to multiple observations that focus on different areas of responsibility.

Preparation plan for professional growth and development

An individual plan for professional growth and development shall be prepared annually in cooperation with the Superintendent.

A copy of the plan for professional growth and development will be placed in the annual performance report. The degree to which the Superintendent achieved the requirements of the previous plan will be a measure of his or her annual performance evaluation.

Conduct of annual performance conference

An annual summary conference shall be conducted by a majority of the full membership of the Board and the Superintendent before the annual performance report is filed. The conference will be held in private, unless the Superintendent requests that it be held in public.

The conference shall include but need not be limited to a review of the performance of the Superintendent, based upon the job description; a review of the Superintendent's progress in achieving and implementing the district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and a review of available indicators of pupil progress and growth toward the program objectives.

The purpose of the annual performance conference will be to provide for a total review of the year's work, to identify strategies for improvement where necessary, and to recognize achievement and good practice.

Preparation of annual performance report

An annual written performance report shall be prepared, no later than April 30, by a majority of the full Board in the presence of the Superintendent. The report will include, but need not be limited to, performance areas of strength; performance areas needing improvement based on the job description and evaluation

BOARD OF EDUCATION

NUTLEY

ADMINISTRATION

Evaluation of Superintendent - pg 3

criteria; the plan for professional growth and development prepared by the Superintendent and the Board; a summary of available indicators of pupil progress and growth and a statement of how these indicators relate to the effectiveness of the overall program and the performance of the Superintendent; and provision for performance data that have not been included in the report prepared by the Board to be entered into the record by the Superintendent within ten working days after the completion of the report.

The annual performance report will be signed by the Board President at the time of the conference and by the Superintendent within five working days of the conference. It will be filed in the Superintendent's personnel file, and a copy will be provided to the Superintendent.

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

N.J.A.C. 6:3-1.22

Date Adopted: 5/21/80

Date Revised: 9/24/90

Policy

No. 402 (4125)

Board of Education Nutley

NONPROFESSIONAL
STAFF

EMPLOYMENT OF SUPPORT STAFF MEMBERS

The Board of Education believes that it is vital to the successful operation of the district that support staff positions created by the Board be filled with highly qualified and competent employees.

The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district. Such approval shall be given only to those candidates recommended by the Superintendent.

No person shall be employed in a position involving regular contact with pupils who has not submitted notification from the Commissioner of Education of his or her qualification for employment following a criminal history record check, except that a person who has applied for the criminal history record check and has submitted to the Commissioner a sworn statement that he or she has not been convicted of a crime or disorderly persons offense may be provisionally employed for up to six months pending notification. The Superintendent will require evidence of the sworn statement from any such applicant who has not received the Commissioner's notification of his or her qualification for employment.

The responsible administrator(s) shall seek candidates for employment who possess the attributes of good character, appreciation of children, good health, and emotional maturity. They may administer such screening tests as may bear upon a candidate's ability to perform the tasks for which he or she is being considered and review such recommendations from former employers and others as may be of assistance in assessing the candidate's qualifications. Application records will be retained in confidence and for official use only.

The Board will not employ, but may reemploy, the child, sibling, spouse, or parent, in fact or in law, or any dependent of a Board member.

BOARD OF EDUCATION
NUTLEYNONPROFESSIONAL
STAFF

Employment of Support Staff Members - pg 2

All new employees will be required, within three days of the first day of hire, to complete the federal Form I-9 and supply the documentation necessary to demonstrate the employee's identity and employment eligibility under the Immigration Reform and Control Act of 1986. Completed Forms I-9 will be retained for three years or until one year after the end of the employee's separation, whichever is longer.

An employee's misstatement of fact material to his or her qualifications for employment or the determination of his or her salary will be considered by the Board to constitute grounds for dismissal.

Bus drivers

A person eligible for employment as a regular or substitute bus driver must be a reliable person of good moral character, physically fit, have a minimum of three years' previous driving experience, and possess a valid bus driver's license approved by the New Jersey Department of Law and Public Safety, Division of Motor Vehicles. Every bus driver appointed by this Board must

1. Present the written notification of the Commissioner of Education that the applicant qualifies for employment after a criminal history record check;
2. Comply with rules of the New Jersey State Board of Education regarding health examinations; and
3. Be subject to the inquiry conducted by the County Superintendent, in accordance with law and rules of the State Board of Education.

An applicant disqualified by the County Superintendent will not be hired. An applicant who qualifies for employment but is found to have been convicted of an offense of any kind will be subject to a character review before he or she may be employed. The Board will pay the cost for a school bus driver to submit his or her fingerprints to the Division of Motor Vehicles pursuant to N.J.A.C. 6:21-11.1(d).

BOARD OF EDUCATION
NUTLEY

NONPROFESSIONAL
STAFF

Employment of Support Staff Members - pg 3

The Board requires that every school bus driver employed by this Board or by a contractor of school bus services supplying transportation services to this Board report to the Superintendent any violation of law of which he or she has been convicted during any calendar year in which he or she renders bus driving services for this Board. Such violations of law include private motor vehicle offenses.

Any bus driver who fails to comply with the requirements of this policy will be subject to discipline and may be dismissed.

Aides

The Board will employ aides to assist teaching staff members in the discharge of their professional responsibilities. Aides will serve the needs of pupils by performing nonprofessional duties and may work only under the direct supervision of teaching staff members.

Aides must be high school graduates, be in good health, and be mature persons of good character who work well with children. Wherever possible, aides should have experience in education.

The Superintendent shall submit to the County Superintendent for his or her approval, job descriptions and employment standards for all aide positions. In addition, the Superintendent shall annually submit to the County Superintendent the names of persons employed as aides and a statement certifying that these persons meet the approved qualifications.

Part-time employees

A "part-time support staff member" is a person employed for less than full-time. "Full-time" is employment for a full fiscal year, full work week, and a full work day. The Board may employ part-time support staff members as district needs require. Part-time employment shall be for periods and hours specified in the Board's resolution of employment.

BOARD OF EDUCATION
NUTLEY

NONPROFESSIONAL
STAFF

Employment of Support Staff Members - pg 4

Substitutes

The Board will employ substitutes for absent support staff members as necessary to insure continuity in the operation of the school district. The Board shall annually approve a list of support staff substitutes and the positions in which each is permitted to serve and may approve additional substitutes during the school year.

The Superintendent may select substitutes from the approved substitute list to serve in the place of an absent employee.

N.J.S.A. 18A:6-5, 6-6; 18A:16-1; 18A:17-41; 18A:39-17 et
seq.; 18A:58-16

N.J.A.C. 6:8-4.3(a)6ii, 6:11-4.5, 6:21-11.1

Date Adopted: 9/27/67
Date Revised: 5/21/80, 9/24/90

Policy

SCHEDULE D-10

NO. 408 (4160)

Board of Education Nutley

NONPROFESSIONAL STAFF

PHYSICAL EXAMINATION

The Board of Education requires that each support staff member newly employed in this district, full-time or part-time, submit to a physical examination that includes the member's health history, health screenings, and medical evaluation, in accordance with district regulations.

Each support staff member employed by this district shall annually submit an updated employee health history accompanied by an assurance statement certifying, over the member's signature, that the information supplied is true to the best of his or her knowledge. Any employee who refuses to submit an updated health history with a signed assurance statement shall be required to submit a full health history and undergo a medical evaluation.

The physical examinations required by this policy shall be limited to those assessments necessary to determine the support staff member's fitness to function in the position he or she seeks or holds and to detect any health risks to pupils or other employees.

Physical examinations required by this policy may be conducted by a physician or institution designated by the Board or, at the employee's election, by a physician or institution designated by the employee and approved by the Board. The cost of any such examination conducted by the physician or institution designated by the Board shall be borne by the Board. The cost of any such examination conducted by the physician or institution chosen by the employee and approved by the Board shall be borne by the employee.

All records containing medical and health information about individual employees will be stored and maintained separately from other personnel files, and the informa-

BOARD OF EDUCATION
NUTLEY

Physical Examination - pg 2

NONPROFESSIONAL STAFF

tion contained in medical records will be kept confidential. Only the employee, the Superintendent, the school medical inspector, and the school nurse shall have access to an individual employee's medical records.

N.J.S.A. 18A:16-2 et seq.
N.J.A.C. 6:29-7.1 et seq.

Date Adopted: 5/21/80
Date Revised: 9/24/90

Regulations

NO. 4080 (4160)

Board of Education

NUTLEY

NONPROFESSIONAL STAFF

PHYSICAL EXAMINATION

A. Definitions

1. "Assurance statement" means a written document signed by the subject employee certifying that the information contained in the document is true to the best of the employee's knowledge and belief.
2. "Employee" means the holder of any full-time or part-time position of employment.
3. "Health history" means a written record of a person's past health events and history, completed by the person or the person's physician.
4. "Health screening" means a testing, by various appropriate diagnostic tools, to determine the presence or precursors of disease or a debilitating condition.
5. "Medical evaluation" means the examination of a person's body by a physician licensed to practice medicine.
6. "Medication" means a drug or agent prescribed by a physician.
7. "Physical examination" means the assessment of a person's health by health history, health screening, and medical evaluation.
8. "Psychiatric examination" means an examination conducted for the purpose of diagnosing mental disorders by a person licensed to conduct psychological or psychiatric examinations.

BOARD OF EDUCATION

NUTLEY

NONPROFESSIONAL STAFF

Physical Examination - pg 2

B. Employees' Initial Physical Examination

Each newly employed support staff member shall be required to undergo a physical examination that consists of a health history, health screenings, and medical evaluation.

1. A health history shall be completed by the employee or by his or her physician and shall include the employee's
 - a. Past serious illnesses and injuries,
 - b. Current health problems,
 - c. Allergies, and
 - d. Current medications.
2. The employee shall submit to health screenings which consist of the measurement of his or her
 - a. Height and weight,
 - b. Blood pressure,
 - c. Pulse and respiration rates,
 - d. Vision, and
 - e. Hearing ability.
3. Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.
 - a. A newly employed member will be exempt from the Mantoux test if he or she presents satisfactory documentation of a test
 - (1) Administered in a New Jersey school district from which the member has transferred or

BOARD OF EDUCATION

NUTLEY

Physical Examination - pg 3

NONPROFESSIONAL STAFF

(2) Administered in any place within the six months previous to the member's initial employment in this district.

- b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.
- c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he or she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.
- d. An employee who presents a physician's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.

4. The medical evaluation shall consist of the examination of the employee's body to the extent necessary to determine the employee's fitness to function in the position he or she holds and to detect any health risks to pupils and other employees.

C. Annual Physical Examination

- 1. Each employee will comply with the requirement for an annual physical examination by submitting to the school nurse, no later than October 1, an updated health history that includes the employee's

BOARD OF EDUCATION

NUTLEY

Physical Examination - pg 4

NONPROFESSIONAL STAFF

- a. Current health problems and
 - b. Current medications.
 2. The employee's updated health history shall be submitted with an assurance statement.
 3. An employee who fails to submit an assurance statement shall be required to undergo a physical examination that includes a health history (paragraph B1) and a medical evaluation (paragraph B4).
- D. Examination of School Bus Drivers
1. School bus drivers employed by this district are subject to Policy No. 408 (4160) and this regulation generally.
 2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.

Date Adopted: 9/24/90
Date Revised:

Policy

No. 502 (5112)

Board of Education Nutley

PUPILS

ENTRANCE AGE

The Board of Education shall establish entrance age requirements for pupils which are consistent with statute and sound educational practice and which insure the equitable treatment of all eligible children.

A. Kindergarten

Children reaching the age of five on or before October first of any year will be eligible for kindergarten in the preceding September. Children reaching the age of five after October first will not enter kindergarten until the following September; exceptions to this policy may be made in unusual circumstances upon the agreement of the child study team, the recommendations of the Superintendent, and the approval of the Board.

B. First grade

Children reaching the age of six on or before October first of any year will be eligible for the first grade in the preceding September. Children reaching the age of six after October first will not enter first grade until the following September; exceptions to this policy may be made in unusual circumstances upon the agreement of the child study team, the recommendations of the Superintendent, and the approval of the Board.

C. Other grades

Children who apply for admission to grades two through twelve on the basis of prior schooling outside the district will be placed initially on the grade level they have reached elsewhere. The school principal will determine subsequently whether there should be any change in the grade placement of the children.

BOARD OF EDUCATION
NUTLEY
Entrance Age - pg 2

PUPILS

D. From other schools

Pupils who seek entrance to Nutley kindergarten and/or first grade and who claim eligibility through transfer from other schools (private, parochial, or public) will be accepted only on the basis of age eligibility as stated above. Exceptions to this policy may be made in unusual circumstances upon the agreement of the child study team, the recommendations of the Superintendent, and the approval of the Board.

E. Preschool handicapped

A child is eligible for entrance into a program of special education who will have attained the age of three years on or before 31 December of the year in which entrance is sought and has been found by the child study team to be eligible for a program for the preschool educationally handicapped in accordance with rules of the State Board of Education.

The Superintendent shall require that each child who registers for entrance to school exhibit his or her birth certificate or similar documentation as proof of age and birthdate and evidence of residence in the school district may be required.

N.J.S.A. 18A:4-24; 18A:38-5, 38-6; 18A:44-2; 18A:46-6
N.J.A.C. 6:20-1.2; 6:26-2.1 et seq.; 6:28-1.1(c), 28-1.3

Date Adopted: 5/28/69
Date Revised: 5/21/80, 9/24/90

Policy

No. 523 (5530)

Board of Education Nutley

PUPILS

SUBSTANCE ABUSE

The Board of Education recognizes that a pupil's abuse of harmful substances seriously impedes that pupil's education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances. Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention, and treatment referral program in the schools of this district.

Definitions N.J.S.A. 18A:40A-9; N.J.A.C. 6:29-6.2

For the purposes of this policy:

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.S.S.A. 2A:170-25.9.

Board of Education
Nutley
Substance Abuse - pg 2

PUPILS

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Discipline N.J.S.A. 18A:40A-10, -11; N.J.A.C. 6:29-6.3(c)2

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board.

A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline. Discipline will be graded to the severity of the offense and may include suspension or expulsion. The pupil may be reported to appropriate law enforcement personnel.

Instruction N.J.S.A. 18A:40A-1; N.J.A.C. 6:29-6.6

The Board shall provide a program of instruction on the nature and effects of substances and tobacco. The program will be included in the health education curriculum and conducted in accordance with law, rules of the State Board of Education, and Policy No. 221 (2422).

Identification, evaluation, and intervention

N.J.S.A. 18A:40A-11; N.J.A.C. 6:29-6.3

All staff members shall be alert to signs of

Board of Education
Nutley
Substance Abuse - pg 3

PUPILS

substance abuse by pupils and shall respond to those signs in accordance with administrative regulations. Such regulations shall provide for prompt examination by a physician to determine whether a substance has been used, notification of the pupil's parent and appropriate school officials, evaluation services, and referrals for treatment. Treatment will not be at Board expense.

When a pupil's substance abuse or suspected substance abuse threatens the pupil's life or places the pupil and/or others in imminent peril, all procedures shall be expedited in accordance with the emergency.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services. Such services will include instruction, counseling, and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse; referral to a community agency approved by the County Local Advisory Council on Alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially educationally handicapped shall be evaluated by the child study team to determine his or her eligibility for special education and/or related services.

In-service training N.J.S.A. 18A:40A-15(b)

The Board directs the Superintendent to develop a program of in-service training for all teaching staff members involved in the instruction of pupils. The Board will provide time for the conduct of the program during the usual school schedule. In-service training shall prepare teachers to instruct pupils on substance abuse and inform teachers about the nature of substances, the symptomatic behavior associated with substance abuse,

Board of Education
Nutley
Substance Abuse - pg 4

PUPILS

the availability of rehabilitation and treatment programs, the legal aspects of substance abuse, and Board policy and regulations on substance abuse.

Outreach to parents

N.J.S.A. 18A:40A-16; N.J.A.C. 6:29-6.3(c)7

The Board will provide a program of outreach to parents of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers, and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parents on school premises or in other suitable facilities.

Nonpublic school pupils N.J.S.A. 18A:40A-5, -17c

The Board will lend to pupils attending nonpublic schools located in this district and to the parents of such pupils educational materials on substance abuse prepared and supplied by the Commissioner. The loan of such materials shall be at no cost to the district.

Civil immunity

N.J.S.A. 18A:40A-13, -14; N.J.A.C. 6:29-6.5(c)

No civil action of any kind shall lie against any teaching staff member or any officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such teaching staff members and officers and agents of the Board.

Any teaching staff member who in good faith reports a pupil to the principal, the principal's designee, the school medical inspector, or the school nurse in an attempt to help such pupil cure his or her abuse of substances shall not be liable in civil damages as a result of making any such report.

Board of Education
Nutley

Substance Abuse - pg 5

PUPILS

Drug Free School Zones N.J.A.C. 6:29-6.3(c)6

The Board will cooperate with law enforcement drug operations and activities on or near school property in accordance with N.J.A.C. 6:3-6 and Policy No. 713 (9322) Drug Free School Zones.

Policy review and accessibility N.J.S.A. 18A:40A-10, -11;
N.J.A.C. 6:29-6.3(b), -6.3(d), -6.4

The Board will annually review the effectiveness of this policy in consultation with appropriate teaching staff members, a local agency approved by the State Department of Health, and community representatives.

This policy and its implementing regulations shall be made available annually, at the beginning of the school year, to all school employees, pupils, and parents. Each newly hired employee and transferred pupil will be offered this policy and implementing regulations on his or her arrival in the district.

N.J.S.A. 18A:40A-1 et seq.
N.J.A.C. 6:29-6.1 et seq.

Date Adopted: 5/21/80
Date Revised: 6/29/87, 9/24/90

Regulations

No. 5230 (5530)

Board of Education

PUPILS

SUBSTANCE ABUSE

The following procedures are established in implementation of Policy No. 523 (5530), Substance Abuse.

A. Definitions

1. "Evaluation" means those procedures used to determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.
2. "Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.
3. "Involved with substances" means that the pupil is influenced by the use of substances by the pupil or a member of his or her family, whether or not on school premises or during the school day. A suspicion or determination that a pupil is involved with substances does not depend on a finding that the pupil is immediately under the influence of a substance or possesses or distributes a substance on school premises.
4. "Parent" means the parent or parents or legal guardian having legal custody and control of a pupil.
5. "Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, amabolic steroids, or any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2A:170-25.9.

BOARD OF EDUCATION
NUTLEY
Substance Abuse - pg 2

PUPILS

6. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
7. "Under the influence" of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession and/or distribution of a substance is a serious offense, and the pupil who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures.
2. A pupil convicted of drug use, possession, and/or distribution may be admitted to school on the recommendation of the child study team.
3. A pupil who has been removed from school for his or her involvement with drugs, other than a pupil who has been expelled from school, shall be placed on home instruction.

C. Identification and remediation of pupils involved with substances

1. Teaching staff members shall be alert to the signs of a pupil's involvement with substances, in accordance with the training offered in in-service training sessions.
2. A teaching staff member who suspects that a pupil is involved with substances should bring the symptoms to the pupil's attention. If substance involvement is confirmed, the member should counsel the pupil. The member

BOARD OF EDUCATION
NUTLEY

Substance Abuse - pg 3

PUPILS

may refer the pupil to the school nurse, the substance awareness coordinator, a guidance counselor, the child study team, or another professional staff member or trained resource person, as appropriate. The member shall notify the principal of the referral; if appropriate, the principal should notify the pupil's parent of the referral and discuss with the parent the possibility of medical or therapeutic treatment.

3. When a pupil involved with substances has discussed his or her involvement with a teaching staff member with an expectation of confidentiality, the member may respect that confidence in order to assist the pupil toward remediation. The teaching staff member should encourage the pupil to seek aid from a professional trained in counseling and to confide in his or her parent. When the member believes that the pupil requires professional counseling or intervention that the pupil will not seek on his or her own, the member may report the pupil to the principal, who shall determine whether to notify the pupil's parent and may report the pupil to an appropriate district professional or trained resource person or to an appropriate agency for evaluation and possible treatment.

D. Reporting and examination of pupils under the influence of anabolic steroids

1. Any teaching staff member who has reason to believe that a pupil has used or may be using anabolic steroids shall report the matter as soon as possible to the school nurse or the school medical inspector or a substance awareness coordinator and to the principal (or, in the principal's absence, to a person designated by the principal).
2. The principal or his or her designee shall immediately notify the pupil's parent and the Superintendent.

BOARD OF EDUCATION

NUTLEY

Substance Abuse - pg 4

PUPILS

3. The principal shall arrange for the prompt examination of the pupil by a doctor selected by the parent or by the school medical inspector. An examination conducted, at parental request, by a physician other than the school medical inspector shall not be at district expense.
 4. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not he or she has been using anabolic steroids.
 5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent and to the Superintendent.
 6. If it is determined that the pupil has been using anabolic steroids, the pupil shall be evaluated by a substance awareness coordinator or other appropriately trained teaching staff member for the purpose of determining the extent of the pupil's involvement with steroids and the possible need for treatment. In order to make this determination, the staff member may interview the pupil's parent and teachers, consult appropriate experts in the field, and conduct other reasonable investigations.
 7. If it is determined that the pupil's use of steroids represents a danger to the pupil's health and well-being, the evaluating staff member shall refer the pupil to an appropriate treatment program approved by the Commissioner of Health.
- E. Evaluation and treatment of pupils under the influence of a substance other than anabolic steroids
1. Any teaching staff member to whom it appears that a pupil may be under the influence of a substance other than anabolic steroids on school property or at a school function shall report the matter as soon as possible to the school nurse or the school medical inspector

BOARD OF EDUCATION
NUTLEY

Substance Abuse - pg 5

PUPILS

and the principal (or, in the principal's absence, to a person designated by the principal). If neither the school nurse or school medical inspector is available, the staff member responsible for the function shall be notified.

2. The principal or his or her designee shall immediately notify the pupil's parent and the Superintendent.
3. The principal shall arrange for the immediate examination of the pupil by a doctor selected by the parent or, if the parent's doctor is not immediately available, by the school medical inspector. If neither the parent's doctor nor the school medical inspector is immediately available, the pupil shall be taken to the emergency room of the nearest hospital for examination. The pupil shall be accompanied by the pupil's parent if possible and by a member of the school staff appointed by the principal. An examination conducted, at parental request, by a physician other than the school medical inspector shall not be at district expense.
4. The pupil shall be examined as soon as possible for the purpose of diagnosing whether or not he or she is under the influence of a substance other than anabolic steroids.
5. A written report of the examination of the pupil shall be furnished by the examining physician to the pupil's parent, the principal, and to the Superintendent within twenty-four hours.
6. If the written report of the examination is not so submitted within twenty-four hours, the pupil shall be allowed to return to school until a positive diagnosis of substance use is received.

BOARD OF EDUCATION
NUTLEY

Substance Abuse - pg 6

PUPILS

7. A pupil found to be under the influence of a substance shall be returned to his or her home as soon as possible. The pupil shall not be readmitted to school until a written report, signed by an examining physician and certifying that the pupil is physically and mentally able to perform in school, has been submitted to the parent, the principal, and the Superintendent.
8. A parent whose refusal to comply with N.J.S.A. 18A:40A-12 frustrates the operation of these regulations and the return of the pupil to school shall be deemed to have violated the compulsory attendance statute, N.J.S.A. 18A:38-25 and 18A:38-31, and/or the child abuse and neglect statutes, N.J.S.A. 9:6-1 et seq., and may be subject to prosecution.
9. Additional evaluations may be required of a pupil once found to have been under the influence of a substance, in order to determine the extent of the pupil's substance use and its effect on his or her school performance.

F. Presence of substances on school premises

1. A pupil's person, effects, or school storage places may be searched for substances in accordance with Policy No. 531 (5770).
2. The principal or other school officer conducting the search shall confiscate as evidence any substance found in the pupil's possession.
 - a. Any controlled dangerous substance as defined in N.J.S.A. 24:21-1 or at N.J.S.A. 2C:35-2, including controlled dangerous analogs and drug paraphernalia, shall be handled in accordance with Policy No. 713 (9322) and implementing regulations (1G).
 - b. Any substance or evidence of the use of a substance other than a controlled dangerous substances shall be sealed

BOARD OF EDUCATION
NUTLEY

Substance Abuse - pg 7

PUPILS

in an appropriate container and labeled with the date, name of the pupil, and name of the school official who conducted the search and found the drug. The evidence shall be locked in a secure place until it is no longer required for a determination of the pupil's involvement with a substance other than a controlled dangerous substance.

G. Outreach to parents

1. An outreach program will be provided for the parents of pupils enrolled in the district. The program will be conducted at times, including evenings and weekends, convenient to parents and on school premises or at suitable facilities closer to pupils' residences or parents' workplaces.
2. The parents' outreach program will include:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year;
 - b. Recommendations as to the ways in which parents may enhance, reinforce, and supplement substance abuse instruction;
 - c. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - d. Instruction in the identification of the symptoms and behavioral patterns that might indicate a substance abuser;
 - e. Information on the state and local organizations available to assist in the prevention of substance abuse and the early intervention, treatment, and rehabilitation of substance abusers; and

BOARD OF EDUCATION
NUTLEY
Substance Abuse - pg 8

PUPILS

- f. Review of Board policy and administrative regulations on substance abuse with attention to the role of parents.

H. Records

1. Notations concerning a pupil's involvement with substances may be entered on his or her records, subject to Policy No. 516 (8330) regarding confidentiality and limited access. All such notations shall be expunged when they are no longer required for the counseling or discipline of the pupil or when the pupil leaves school.
2. Information regarding a pupil's involvement in a school intervention or treatment program shall be kept strictly confidential in accordance with §408 of the Drug Abuse Prevention, Treatment, and Rehabilitation Act, 21 U.S.C. 1175, and implementing regulations, 42 CFR Part 2.
3. Each incident of substance abuse shall be reported to the Commissioner on the Violence, Vandalism and Substance Abuse Incident Report form.

Date Adopted: 6/29/87
Date Revised: 9/24/90

Policy

No. 606 (6320)

Board of Education Nutley

FINANCES

PURCHASES SUBJECT TO BID

It is the policy of the Board of Education that the public good be the primary consideration in determining bidding requirements. In order to do so the bidding procedures shall provide equal opportunity to each responsible vendor to furnish supplies and equipment and to keep the administration, Board and public informed on business matters. Further, purchases shall, whenever possible, be on an aggregate basis and not be intentionally split to avoid requirements for competitive bidding.

The following policy is adopted for the guidance of the administrative staff in identifying those items for which competitive bids must be obtained, to insure compliance with state statutes and to delegate the authority necessary to conduct the bidding procedures in an orderly and efficient manner.

All supplies, equipment and services procured by the district, whether by purchase, contract or agreement including acquisition by sale, lease, exchange, discount, negotiation, mortgage, pledge, lien, issue or reissue or any other voluntary transaction for consideration creating an interest in property not made by contract or agreement shall be subject to bidding whenever the aggregate value of such purchase exceeds the amount established by law.

Bid specifications shall be prepared by the Board Secretary/School Business Administrator who may prepare bids in the alternative. Each bid specification shall indicate the Board's right to reject all bids and to readvertise and to accept reasonable equivalents.

The School Business Administrator is authorized to advertise for bids in accordance with statutory procedures without prior approval of the Board, but shall inform the Board of this action at the meeting next following such action. Records shall be kept in sufficient detail to show that a reasonable number of qualified vendors were invited to bid.

BOARD OF EDUCATION

NUTLEY

Purchases Subject to Bid - pg 2

FINANCES

Bids may be opened publicly by the School Business Administrator before one or more witnesses at a previously designated time and place. Contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids, to readvertise or to purchase under a state contract.

N.J.S.A. 18A:18A-1 et seq.

N.J.A.C. 6:20-8.1 et seq.

Date Adopted: 5/21/80
Date Revised: 5/18/81, 9/24/90

Policy

No. 614 (6470)

Board of Education Nutley

FINANCES

PAYMENT OF CLAIMS

It is the purpose of the Board of Education to effect the prompt payment of bills, but at the same time insure that due care has been taken in the review of such bills.

The Board must approve all claims for payment, except that the Board Secretary and the Superintendent are individually authorized to approve payment of claims, interest on bonds as it becomes due, payments to redeem bonds as they become due, progress payments to contractors in accordance with a contract approved by the Board, and warrants to cover approved payrolls and agency account deposits prior to presentation to the Board. Any such approval of payment must be presented to the Board for ratification at the next regular Board meeting.

It shall be the responsibility of the School Business Administrator, upon receipt of an invoice, to verify that the voucher is in order, the goods were received in acceptable condition or services were satisfactorily rendered, funds are available to cover the payment, the item is one for which the Board budgeted, and the invoice is for the amount contracted.

All properly completed claims for payment received two weeks before the next regular Board meeting shall be submitted for consideration at that meeting. All claims for payment shall be submitted to the Board for review in the form of a listing including: to whom paid, the amount of remittance and reason for remittance, and in the form of original records including: a copy of the purchase order, the receiving report, the vendor's invoice, and a signed voucher. All Board members present shall sign the bill list. This list shall be placed in the official minutes of the Board.

Upon the approval of a voucher, the responsible administrator shall prepare a warrant for payment, cancel the commitment placed against the appropriate account and post the actual

BOARD OF EDUCATION

NUTLEY

Payment of Claims - pg 2

FINANCES

cost. All warrants shall be signed by the President, Secretary and Treasurer of School Moneys. Signatures may be by facsimile signatures.

N.J.S.A. 2C:21-55

N.J.S.A. 18A:18A-18; 18A:19-1 et seq.; 18A:22-8.1 .

Date Adopted: 5/21/80
Date Revised: 9/24/90

Policy

No. 622 (6440)

Board of Education Nutley

FINANCES

COOPERATIVE PURCHASING

The Board of Education recognizes that centralized, cooperative purchasing tends to maximize the value received for each dollar spent. The administration is encouraged to seek savings that may accrue to this district by means of joint agreements for the purchase of goods or services with the governing body or bodies of other contracting units within this county or adjoining counties or by means of contracts entered into by the New Jersey State Treasury Department, Division of Purchase and Property.

The Board Secretary/School Business Administrator is hereby authorized to negotiate such joint purchase agreements for goods and services which the Board may determine to be required and which the Board may otherwise lawfully purchase for itself with such approved contracting units as may be appropriate in accordance with state law, the policies of this Board, and the dictates of sound purchasing procedures.

No cooperative or joint purchase may be entered without Board approval of an agreement that specifies the categories of equipment and supplies to be purchased; the manner in which bids will be sought and contracts awarded; the method by which payment will be made by each participating party, and such other terms as may be necessary to carry out the purposes of the agreement. Agreements for cooperative and joint purchasing will be subject to all bidding requirements imposed by law. Purchases made through the State Treasury Department may be made without bid.

N.J.S.A. 18A:18A-10 et seq.

Date Adopted: 9/24/90
Date Revised:

Policy

No. 710 (7300)

Board of Education Nutley

PROPERTY

DISPOSITION OF PROPERTY

The Board of Education believes that the efficient administration of the district requires the disposition of property and goods no longer necessary for school purposes. The Board directs the periodic review of all district property and authorizes the disposition by sale, donation, or discard of any property no longer required for the maintenance of the educational program or the efficient management of the school district.

Real estate property shall be disposed of by sale or otherwise, in accordance with law. Property the value of which does not exceed the threshold established in accordance with law in any one sale and property that consists of livestock or is perishable shall be disposed of by the Board Secretary/School Business Administrator in such a manner as will be in the public interest and benefit the school district.

Property the value of which exceeds the threshold established in accordance with law in any one sale and is neither livestock nor perishable nor is to be sold to the United States, the State of New Jersey, or to any body politic in the State of New Jersey shall be sold at public sale to the highest bidder in accordance with law.

Any district property designated for donation or unsold after public offer shall be offered without cost to school-related community organizations or charitable and nonprofit organizations located in this district.

Notwithstanding anything to the contrary in this policy, property acquired with federal funds for use in a federally funded program will be disposed of in accordance with applicable law and guidelines.

The Superintendent shall develop regulations for the disposition of district property that provide for the review of

BOARD OF EDUCATION

NUTLEY

Disposition of Property - pg 2

PROPERTY

the continued usefulness of all property in conjunction with the periodic inventory of property; the recommendation for Board designation of property for sale, donation, or discard; and the disposition of property in a fair and open manner consistent with the public interest.

N.J.S.A. 18A:18A-45; 18A:20-5 et seq.

Date Adopted: 9/27/67
Date Revised: 5/21/80, 9/24/90

Policy

No. 714 (7432)

Board of Education Nutley

PROPERTY

EYE PROTECTION

The Board of Education directs the rigorous implementation and enforcement of eye safety practices for pupils, staff members, and visitors exposed to conditions potentially hazardous to the eyes in the instructional program of this district.

The Superintendent shall be responsible for the continual monitoring of the school program, including all vocational education, industrial arts education, science education, and arts education, for conditions under which pupils, staff members, or visitors are exposed to a process or activity that might have a tendency to cause damage to the eyes.

Each pupil, staff member, and visitor exposed to a condition identified as hazardous to the eyes must wear an eye protective device appropriate to the activity and certified to meet the standards established by the State Board of Education. The eye protective device shall be supplied by the Board, except that the pupil, staff member, or visitor may wear personal eyewear that is appropriate to the activity and certified by competent authority to meet those standards. District owned eye protective devices shall be inspected regularly by the teacher, and defective or poorly fitting devices shall be returned to the principal for repair or discard. Any shared eye protective devices shall be disinfected between uses by the method prescribed by the school medical inspector.

Each classroom, shop, laboratory, and other area of the school in which pupils or teachers are exposed to caustic materials that can damage the eyes shall be equipped with an emergency eye wash fountain in accordance with standards established by the Department of Education.

The building principal shall insure that each area in the school identified as housing an activity hazardous to the eyes shall be posted with conspicuous signs that warn participants that an appropriate eye protective device must be worn during the activity. Teachers of such activities are responsible for instructing pupils in appropriate eye safety practices and for

BOARD OF EDUCATION

NUTLEY

Eye Protection - pg 2

PROPERTY

serving as exemplary models in the implementation of such practices.

The Board authorizes each teacher responsible for an activity or process hazardous to the eyes to compile and maintain, for the duration of the course of study, a list of pupils in the course who wear contact lenses.

A pupil who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices shall be dismissed from the day's class by his or her teacher. Any such dismissal from class will be considered to be an absence, in accordance with Board policy on pupil attendance, and an accumulation of such absences may result in loss of course credit.

A teacher who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be disciplined for insubordination for failing to obey the rules established by this Board. The proper implementation of eye protection practices shall be a criterion in the evaluation of every teacher required to observe such practices.

A visitor to the schools who refuses or persistently neglects to wear an eye protective device when required to do so or fails to observe established eye safety practices may be requested to leave the school premises.

The Superintendent shall promulgate regulations to implement this policy that conform to rules of the State Board of Education.

N.J.S.A. 18A:40-2.1

N.J.A.C. 6:3-1.14

Date Adopted: 9/24/90

Date Revised:

Policy

No. 806 (8451)

Board of Education Nutley

OPERATIONS

CONTROL OF COMMUNICABLE DISEASE

The Board of Education recognizes that control of the spread of communicable disease is essential to the well-being of the school community and to the efficient operation of the schools. For the purposes of this policy, "communicable disease" means smallpox, diphtheria, scarlet fever and other strep infections, whooping cough, mumps, typhoid fever, measles, rubella, and infection with Human Immunodeficiency Virus (HIV).

The Board shall be bound by the statutes and by rules of the State Board of Education for the exclusion and readmission of pupils who have contracted a communicable disease and of teachers and pupils who have been exposed to a communicable disease and for the instruction of teachers in health and the prevention of disease. The Board shall comply with regulations of the New Jersey Department of Health and the Nutley Board of Health governing the prevention, control, and reporting of communicable disease.

The teacher may exclude from the classroom and the principal may exclude from the school building any pupil who appears to be ill or has been exposed to a communicable disease. A pupil may be isolated in school to await the arrival of or instructions from an adult member of his or her family. If the school medical inspector or the school nurse is present in the building, his or her recommendation shall be sought before any such exclusion or isolation is ordered.

Any pupil retained at home or excluded from school by reason of having or being suspected of having a communicable disease shall not be readmitted to his or her classroom until he or she presents written evidence of being free of communicable disease. That evidence may be supplied by the school medical inspector or another qualified physician who has examined the pupil.

When a child infected with HIV seeks admission to school, the school medical inspector will recommend to the Board and the

BOARD OF EDUCATION

NUTLEY

OPERATIONS

Control of Communicable Disease - pg 2

Board will determine, within ten days of the request for admission, whether the child should be excluded. Exclusion will be permitted only if the child is not toilet trained, is incontinent, cannot control drooling, or has a documented history of physically aggressive behavior that includes harming or biting others.

No person, pupil or adult, may attend or visit school if he or she has an uncoverable weeping skin lesion, whether or not the person has been screened for HIV.

The Superintendent shall develop procedures for the control of communicable disease that include the instruction of teaching staff members in the detection of disease and measures for its prevention and control; the removal from school premises to the care of a responsible adult of pupils identified and excluded in accordance with this policy; the preparation of standards for the readmission of pupils who have recovered from communicable disease; the provision of appropriate home instruction to excluded pupils in accordance with law; and the filing of reports as required by law.

N.J.S.A. 18A:40-3, 40-7

N.J.S.A. 26:4-4, 4-5

N.J.A.C. 6:29-3.3, 29-4.1 et seq.

N.J.A.C. 8:57-1.7, 57-2.1 et seq.; 8:61-1.1

Date Adopted: 5/21/80

Date Revised: 9/24/90

Policy

808 (8500)

Board of Education Nutley

OPERATIONS

FOOD SERVICES

The Board of Education recognizes the midday meal as an important part of each school child's day and will make meals available at lunch time for each district child. Children, except those in grade 7 and 8, may go home for lunch if they choose to do so.

The operation and supervision of the food services program shall be the responsibility of the Cafeteria Director. The cafeterias are to be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the Board Secretary/School Business Administrator.

All moneys derived from the operation, maintenance, or sponsorship of the food services facilities shall be deposited in the Food Service Account, a special bank account, in the same manner as other moneys belonging to the district. These moneys shall be expended in such manner as may be approved and directed by the Board, but no amount shall be transferred from the Food Services Account to any other account or fund except in the manner authorized by the Board.

The district shall participate in the Federal School Lunch Program.

The Superintendent shall insure the maintenance of sanitary, neat premises free from fire and health hazards for the preparation and consumption of food and the safekeeping and storage of food equipment in strict compliance with regulations of the New Jersey State Department of Health.

N.J.S.A. 18A:33-3 et seq., 58-7.1 et seq.
N.J.A.C. 8:24-2.1 through 7.5

Date Adopted: 5/21/80
Date Revised: 9/24/90