

POLICIES

<u>POLICY NUMBER</u>	<u>SCHEDULE NUMBER</u>	<u>TITLE</u>
070 (1320)	D-1	Duties of Board Secretary/ School Business Administrator
(Bylaw-Article VII, Section 6)		
217 (2431)	D-2	Athletic Competition
2170 (2431.1)	D-3	Emergency Procedures for Athletic Practices and Competitions
(Regulation)		
2171 (2431.2)	D-4	Medical Examination to Determine Fitness for Participation in Athletics
(Regulation)		
416 (4415)	D-5	Substitute Pay
509 (5310)	D-6	Health Examinations

Dated:
October 22, 1990

Section 6

DUTIES OF BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

The Board Secretary/School Business Administrator shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

In order to achieve the functions of the position, the Board Secretary/School Business Administrator shall work cooperatively with the district administrative staff under the direction of the Superintendent to:

1. Establish and maintain long-range and other fiscal plans.
2. Prepare the annual budget based upon district resources and needs.
3. Insure that all district fiscal, insurance, custodial-maintenance, food and transportation services comply with the policies of the Board and the regulations of the district.
4. Insure the proper functioning and evaluation of district personnel assigned to his or her areas of responsibility.
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation and food services.
6. Strive to increase the capability of the staff assigned to his or her area of responsibility through consultation and/or in-service training.
7. Analyze the effectiveness of district programs in his or her area of responsibility and recommend changes in program direction, staffing or management strategies as necessary.

8. Strive to increase the efficient use of district resources in his or her area of responsibility.
9. Help to interpret the budget and the district affairs under his or her supervision to interested members of the school district community.
10. Be responsible for the conduct of all duties legally assigned to his or her position including:
 - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law. N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7
 - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections. N.J.S.A. 18A:17-7
 - c. Posting and giving notice of annual and special elections. N.J.S.A. 18A:17-7
 - d. Performing all duties concerning the conduct of school elections. N.J.S.A. 18A:14-1 et seq.
 - e. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys. N.J.S.A. 18A:17-8
 - f. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval, and sending them to the Treasurer for payment. N.J.S.A. 18A:17-8, 18A:19-4
 - g. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures. N.J.S.A. 18A:17-8
 - h. Reporting to the Board at each regular meeting, but not oftener than once per month, the amount of the total appropriations and cash receipts for each

BOARD OF EDUCATION
NUTLEY
Duties - pg 3

ARTICLE VII

account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account. N.J.S.A. 18A:17-9

- i. Keeping all contracts, records and documents belonging to the Board. N.J.S.A. 18A:17-9
 - j. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent. N.J.S.A. 18A:17-10
 - k. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue and the due dates of bonds or other indebtedness. N.J.S.A. 18A:17-12
 - l. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons. N.J.S.A. 18A:23-4
11. Perform such other duties as may be required by the Superintendent.

The Board Secretary/School Business Administrator shall be directly responsible to the Superintendent for the performance of his or her assigned duties and responsibilities.

Date Adopted: 5/21/80
Date Revised: 10/22/90

Policy

NO. 217 (2431)

Board of Education Nutley

PROGRAM

ATHLETIC COMPETITION

The Board of Education recognizes the value of a program of athletic competition for both boys and girls as an integral part of the total school experience. Game activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship. Programs of athletic competition, both intrascholastic and interscholastic, offer pupils the opportunity to exercise and test their athletic abilities in a context greater and more varied than that offered by the class or school or school district alone and an opportunity for career and educational development.

For purposes of this policy, the program of athletic competition includes all activities relating to competitive sports contests, games, or events or sports exhibitions involving individual pupils or teams of pupils of this district when such events occur within or between separate schools within this district or with any schools outside this district.

Eligibility Standards

A pupil who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his or her parent or guardian. The consent of the parent or guardian of a pupil who wishes to participate in interscholastic athletics must include an acknowledgement of the physical hazards that may be encountered in the sport.

Pupil participation in athletic competition shall be governed by the following eligibility standards:

1. A pupil in grade 10, 11, or 12 who in the previous school year earned twenty-five percent of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. A pupil in grade 9, 10, 11, or 12 who in the spring semester earned twelve and one-half percent of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A pupil who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his or her grades at the end of a marking period.

BOARD OF EDUCATION
NUTLEY
Athletic Competition - pg 2

PROGRAM

2. A pupil in any grade who fails to demonstrate good citizenship or observe school rules for pupil conduct may forfeit his or her eligibility for participation in athletic competition.

Notice of these eligibility requirements shall be given to pupils.

Health Requirements

Good physical condition, freedom from injury, and full recovery from illness are prerequisites to participation in athletic competition and practice for such competition. A candidate for a place on an athletic team or squad must receive a medical examination conducted once in each school year by the school medical inspector or the designated team doctor, if any, not more than sixty days prior to the first practice session and not earlier than July 1 of the school year for which fitness is to be determined. The school medical inspector may accept the report, on a form provided by the district, of a medical examination conducted, at no expense to the Board, by the pupil's personal physician. A pupil may subsequently in the same year participate in one or more athletic squad or team on the submission of a health history update completed by the pupil's parent for each such participation.

The medical examination conducted to determine the fitness of a candidate for athletic competition must include, as a minimum, the medical history information and physical assessments set for in rules of the State Board of Education and incorporated in their entirety in regulations implementing this policy.

The school medical inspector or the designated team doctor shall approve or disapprove the pupil's participation in athletics based on the medication examination. Written notification of that determination, signed by the school medical inspector or team doctor, shall be given to the pupil's parent or guardian and shall include the reasons for disapproval of the pupil's participation.

Emergency Procedures

The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic activity. Emergency procedures shall be reviewed by the Board not less than once in each school year and shall be disseminated to appropriate staff members.

BOARD OF EDUCATION
NUTLEY
Athletic Competition - pg 3

PROGRAM

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts as Board policy the rules and regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of interscholastic athletics that includes a complete schedule of athletic events.

The Superintendent shall prepare rules for the conduct of pupils participating in interscholastic athletics that will conform to rules of the State Board of Education; the New Jersey State Interscholastic Athletic Association, and the NNJIL.

N.J.S.A. 2C:21-11
N.J.S.A. 18 A:11-3 et. seq.
N.J.A.C. 6:4-1.5(f): 6:29-3.3, 29-3.4

Date Adopted: 5/21/80
Date Revised: 1/28/85, 10/22/90

Regulations

2170 (2431.1)

Board of Education

PROGRAM

EMERGENCY PROCEDURES FOR ATHLETIC PRACTICES AND COMPETITIONS

A. Definitions

1. "Athletic competition" and "athletic activities" mean all practice sessions and competitive contests, games, events, and exhibitions with individual pupils or teams of one or more schools of this district or of other districts.
2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, and members of the first aid squad or ambulance team.
3. "Parent" means the parent or parents or guardian having legal custody and control of a pupil.
4. "Pupil" means a pupil enrolled in this district and a pupil 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. Athletic coaches are responsible at all times for the supervision of pupils to whom they have been assigned. Pupils shall not be left unattended at any time.
2. Pupils 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.
3. Pupil athletes shall be required to report promptly to the athletic coach any injury or disability occurring to the pupil himself or herself or to another pupil.
4. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.

C. Emergency procedures

The following procedures shall be implemented whenever a pupil athlete is injured or disabled in the course of an athletic practice

NUTLEY
Emergency Procedures For
Athletic Practices And Competitions - pg 2

PROGRAM

or competition sponsored by this district.

1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the pupil.
2. If no health personnel are present, or if none can be immediately summoned to the pupil's aid, the athletic coach shall administer such first aid as may be necessary.
3. If the pupil's injury or disability requires more than routine first aid, the athletic coach shall summon an ambulance by calling 911, the Nutley police department emergency number.
4. The athletic coach or his or her designee shall notify the building principal, the Superintendent, and the pupil's parent of the pupil's injury or disability and the condition and location of the pupil.
5. An injured or disabled pupil who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.
6. These procedures shall be followed when the injured or disabled pupil is a member of a visiting team or district, and every effort shall be made to cooperate with the staff of the district in which the pupil is enrolled.

D. Reports

1. The athletic coach shall complete and file a report of every injury or disability that occurs to a pupil in the course of his or her participation in the athletic program of this district, regardless of the severity of the injury or disability. The report shall include:
 - a. The date of the incident;
 - b. The name, age, grade level, and gender of each injured or disabled pupil;

NUTLEY
Emergency Procedures For
Athletic Practices and Competitions - pg 3

PROGRAM

- c. The district in which the pupil is enrolled;
 - d. The name and district of each pupil 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 pupil;
 - h. The place, if any, to which the pupil was taken and the persons who accompanied the pupil; and
 - i. A memorandum of the notice given to the pupil's parent.
2. Copies of the report shall be promptly filed with the athletic director.
 3. A copy of each report of an incident of pupil injury or disability that occurs in the course of athletic activities shall be maintained by the athletic director, who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The athletic director shall report the findings of his or her analysis to the principal.
 4. The parent or guardian of each injured or disabled pupil will be given assistance in the completion and filing of insurance claim forms.

E. Readmission to athletic activities

A pupil injured or disabled in the course of an athletic activity will be permitted to participate in athletic competition only on the written permission of the school medical inspector or designated team doctor, who must first examine the pupil to determine his or her fitness to participate in athletics.

Reference: Policy No. 217 (2431)

Date Adopted: 10/22/90

Date Revised:

Regulations

2171 (2431.2)

Board of Education

PROGRAM

MEDICAL EXAMINATION TO DETERMINE FITNESS FOR PARTICIPATION IN ATHLETICS

The medical examination conducted to determine the fitness of a pupil for participation in athletics shall include, as a minimum, the following:

A. Medical history questionnaire

A medical history questionnaire will be completed by the parent or legal guardian of the pupil, to determine if the pupil:

1. Has been medically advised not to participate in any sport, and the reason for such advice;
2. Is under physician's care and the reasons for such care;
3. Has experienced loss of consciousness after an injury;
4. Has experienced a fracture or dislocation;
5. Has undergone any surgery;
6. Takes any medication on a regular basis, the names of such medication, and the reasons for such medication;
7. Has allergies including hives, asthma, and reaction to bee stings;
8. Has experienced frequent chest pains or palpitations;
9. Has a recent history of fatigue and undue tiredness;
10. Has a history of fainting with exercise; and
11. Has a history of a family member experiencing sudden death.

B. Physical examination

A physical examination will be conducted and will include, as a minimum, no less than the following:

1. Measurement of weight, height, and blood pressure;
2. Examination of the skin to determine the presence of infection, scars of previous surgery or trauma, jaundice, and purpura;
3. Examination of the eyes to determine visual acuity, use of eyeglasses or contact lenses and examination of the sclera for the presence of jaundice;
4. Examination of the ears to determine the presence of acute or chronic infection, perforation of the eardrum, and gross hearing loss;
5. Examination of the nose to assess the presence of deformity which may affect endurance;
6. Assessment of the neck to determine range of motion and the presence of pain association with such motion;
7. Examination of chest contour;
8. Auscultation and percussion of the lungs;
9. Assessment of the heart with attention to the presence of murmurs, noting rhythm and rate before and after exercise;
10. Assessment of the abdomen with attention to the possible presence of hepatomegaly, splenomegaly, or abnormal masses;
11. Assessment of the back to determine range of motion and abnormal curvature of the spine;
12. Examination of extremities to determine abnormal mobility or immobility, deformity, instability, muscle weakness or atrophy, surgical scars, and varicosities;
13. Examination of the testes to determine presence and descent of both testes, abnormal masses or configurations, or hernia;

NUTLEY

Medical Examination To Determine
Fitness For Participation in Athletics - pg 3

PROGRAM

14. Assessment of physiological maturation; and
15. Neurological examination to assess balance and coordination and the presence of abnormal reflexes.

N.J.A.C. 6:29-3.4e

Date Adopted: 10/22/90
Date Revised:

Policy

No. 416 (4415)

Board of Education Nutley

NONPROFESSIONAL
STAFF

SUBSTITUTE PAY

In order to insure reliable assistance in the absence of regular noninstructional personnel, the Board will offer competitive compensation to qualified substitute secretaries, aides, clerks, custodians, maintenance personnel, bus drivers and cafeteria personnel.

Noninstructional substitutes will be paid on a per diem or hourly basis at a rate determined annually by the Board.

Date Adopted: 5/21/80
Date Revised: 10/22/90