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Organization Meeting

0151 ORGANIZATION MEETING

The Board of Education shall organize annually at a regular meeting held ~~for that purpose~~

Choose only one of the following alternatives options:

~~___ on any day of the first or second week following the annual school election. (Type II district only)~~

___ in all Type II school districts with an April school election, on any day during the first or second week following the April school election or with a November school election, on any day of the first week in January.

~~___ in all Type I school districts, on May 16 or, on the following day if that day if May 16 is a Sunday, on May 17. (Type I district only)~~

~~___ in county vocational school districts, on November 1 unless November 1 falls on Sunday, in which case the Board shall organize on the following day.~~

~~___ in county special services school districts, on any day, except Sunday, during the first two weeks of July.~~

If the organization meeting cannot take place on the date(s) above by reason of lack of quorum or for any other reason, said meeting shall be held within three days thereafter.

The meeting shall be called to order by the Board Secretary who shall serve as presiding officer pro tempore until the election of a President and Vice President.

The Board Secretary shall administer the oath of office to new Board members.

N.J.S.A. 18A:10-3; 18A:10-5
N.J.S.A. 41:1-1; 41:1-3

N.J.S.A. 18A:13-12 et seq.

Adopted: 3 May 2004
Revised: 27 August 2012



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Annual Appointments

0153 ANNUAL APPOINTMENTS

The Board of Education may **annually** appoint **the following positions** ~~at the organizational meeting, but shall appoint before July 1 of the year in which the Board organizes:~~

1. A Board Secretary,
N.J.S.A. 18A:17-2, 17-5;
2. ~~A Treasurer of School Moneys,
N.J.S.A. 18A:17-31;
N.J.S.A. 18A:13-14 [regional district]
N.J.S.A. 18A:54-20e [vocational district]~~
23. A public school accountant,
N.J.S.A. 18A:23-1;
34. A medical inspector,
N.J.S.A. 18A:40-1;
45. A psychological examiner,
N.J.S.A. 18A:46-11;
56. A member to serve as delegate to the New Jersey School Boards Association,
N.J.S.A. 18A:6-46;
67. An attendance officer(s),
N.J.S.A. 18A:38-32;

Optional

Choose one or more of the following:

- A Treasurer of School Moneys,
N.J.S.A. 18A:17-31;
- An assistant Board Secretary,
N.J.S.A. 18A:17-13;



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- ~~_____ An assistant Treasurer;~~
- _____ A member to serve as delegate to the Essex County School Boards Association;
- _____ An attorney;
- _____ A school dentist,
N.J.S.A. 44:6-2;
- _____ An insurance **broker(s)/agent(s) adviser**.

Optional

For districts with Board of School Estimate:

[The Board shall appoint annually in January two of its members to serve on the Board of School Estimate and shall thereafter fill any vacancies immediately.]

Adopted: 3 May 2004
Revised: 27 August 2012



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Public Participation in Board Meetings

0167 PUBLIC PARTICIPATION IN BOARD MEETINGS

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

In order to permit the fair and orderly expression of such comment, the Board shall **set aside a portion of** ~~provide a period for public comment at every Board meeting,~~ **the length of the portion to be determined by the Board, for public comment on any school or school district issue that a member of the public feels may be of concern to the residents of the school district.**

~~Choose only one of the following alternatives:~~

~~_____ every public meeting.~~

~~_____ every regularly scheduled meeting of the Board.~~

~~Public participation shall be permitted~~

~~Choose only one of the following alternatives:~~

~~_____ only as indicated on the order of business in Board Bylaw No. 0164.~~

~~_____ before the Board takes official action on any issue of substance.~~

~~_____ at the discretion of the presiding officer.~~

~~Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.~~

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;



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Public Participation in Board Meetings

[Option – select one option for 2.]

___ 2. In the event it appears the public comment portion of the meeting may exceed _____ minutes, the presiding officer may limit each Sstatement made by a participant to _____ minutes' duration;

or

___ 2. **Each Sstatement made by a participant shall be limited to five (5) minutes' duration;]**

3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;

4. All Sstatements shall be directed to the presiding officer; no participant may address or question Board members individually;

5. The presiding officer may:

a. Interrupt, warn, or terminate a participant's Sstatement when the Sstatement is too lengthy, abusive, obscene, or irrelevant;

b. Request any individual to leave the meeting when that person does not observe reasonable decorum;

c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;

d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and

e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

Adopted: 3May 2004

Revised: 25 August 2008

Revised: 27 August 2012



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District Organization

1100 DISTRICT ORGANIZATION

The Board of Education directs the establishment and implementation of an organizational plan for the management and control of school district operations. The plan will require the identification and resolution of problems at appropriate organizational levels. All references to school district administrators in policies or regulations shall be construed to mean that administrator or his or her designee.

All members and employees of this Board are directed to observe faithfully the chain of communications established by the district organizational plan. In general, a problem should be identified and its resolution attempted at the level most immediate to the problem's origin. When a resolution cannot be found at that level, remedy may be sought through appropriate resolution and remediation procedures.

The Board expressly disapproves of any attempt to expedite the resolution of a problem by disregard of the organizational plan and the appropriate processes. A staff member's persistent disregard for the established management organization of this district in violation of this policy will be considered an act of insubordination subject to discipline.

N.J.S.A. 18:11-1; 18A:27-4

Adopted: 3 May 2004



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Organizational Chart

1110 ORGANIZATIONAL CHART

Adopted: 3 May 2004



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2110 PHILOSOPHY OF EDUCATION/DISTRICT MISSION STATEMENT

General Statement

Free public education for all children is a cornerstone of a democratic society that values the worth and dignity of each individual. The primary goal of this Board of Education shall be to offer each child in this district the educational opportunity that will enable him/her to function politically, economically, and socially in that democratic society.

The Board, as the agent responsible for the education of the children of the district, will provide a planned program of learning that incorporates into its curriculum the lessons and experiences, within and without the classroom, needed to realize the educational goals of this district. The Board appreciates the need for constant improvement of the instructional program and will strive unremittingly to provide an educational system that assists each pupil in becoming a self-respecting individual who can function effectively and satisfyingly.

It is the expectation of this school district that all pupils achieve the New Jersey Core Curriculum Content Standards at all grade levels.

The Board will seek out and work cooperatively with the available resources of home and community including business and industry, in the improvement of the educational program.

The Board will endeavor to employ a high caliber, well-prepared staff of adequate size and wide-ranging abilities. Moreover, the Board will provide pupils and staff, as needs dictate and means permit, with adequate educational supplies, equipment, and facilities.

The purpose of education in the schools of this district is to facilitate the development of each child to his/her greatest potential. The school staff shall recognize individual differences among pupils and encourage their achievement and progress, not only in basic skills but in the ability to think independently and critically. The school staff shall help pupils to understand our democratic society; to believe in it and to act fairly in their relationships with others; to develop in themselves attitudes of respect and



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helpfulness toward others; to want, and to be able to perform well, some portion of the work of the world; to acquire knowledge and skills necessary to do this with satisfaction to themselves and society; to understand and use effective methods in framing the questions and tackling the problems that they encounter in their lives to the end that they may function politically, economically, and socially in a democratic society.

2012-2017 Strategic Plan

Values

We Value:

- challenges that foster curiosity, growth and confidence.
- integrity in person, action, and process.
- safe, inspirational communities.
- respectful, supportive resourceful and independent citizens.
- persistent, collaborative, open communicators.

Mission

The mission of Nutley Public Schools is to challenge, inspire, and empower students to become creative, confident, passionate, self-directed citizens who actively and purposefully contribute in our global society.

Vision

The Nutley Public School system is a sustainable, integrated, efficient, and innovative school district that serves as the unifying and driving force in the community's effort to affect measurable growth as students develop into confident, responsible, productive, self-directed citizens who pursue excellence through personal, research-based, rigorous learning toward district established standards that fosters an on-going pursuit of excellence.

Strategies and Delimiters

Strategies

Behaviors that we want to ensure are part of our culture.

We will:

- Establish open and continuous communication to engage all stakeholders in the process of achieving our objectives.
- Inspire and energize students, staff and all other members of our community to embrace, commit to, and collectively work towards achieving each of our strategic objectives.
- Identify and utilize active partnerships with community organizations to support the achievement of our objectives.



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- Utilize only the existing resources that support student achievement and acquire new resources necessary to satisfy our objectives.

Delimiters

Behaviors we want to ensure are not part of our culture.

We will not:

- Continue to utilize resources that do not support student achievement.
- Implement new programs or services without the necessary professional development and support.
- Allow ineffective past practice to interfere with the consideration of new ideas.
- Pursue changes in policy or practice without defining what the change is, why it is necessary, who is responsible for its implementation and when it will be accomplished.

Goals

Character

By June 2017, students in Nutley Public Schools will assume responsibility for the integrity of the Nutley student population, demonstrating character by their actions in school and the community and through their own participation and monitoring of and presentation on codes of honor.

Communication

By June 2017, the district will have in place a detailed, efficient, and technology-based system of communication that allows for multiple avenues of information and the involvement of all stakeholders in ensuring and measuring student success.

Community

By September 2017, all students will participate in and present the learning derived from curriculum-based, service-oriented community projects that instill confidence, responsibility, and produce measureable contributions to the community.

Competency

By June 2017, students at all grade levels will demonstrate mastery of core competencies and content through performance on common assessments, development of personal learning experiences, and presentations of their personal growth and learning to a variety of suitable audiences.

Configuration

By September 2017, the school district will investigate and evaluate best practices by instructional grade span and transform the district's structure as necessary based on these findings and the district's physical, financial, and instructional realities.



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Curriculum

By June 2017, the district will develop and implement a thorough, data-based process for analyzing curriculum, instruction, assessment, student performance, professional development, and resources in all curricular areas ensuring that professional practice is always current, relevant, and aligned to the most updated standards. Each curricular area will be reviewed on an, at most, five-year timeline. The results of each process will be presented publicly.

Adopted: 03 May 2004

Revised: 14 April 2008

Revised: 16 July 2012

Revised: 27 August 2012



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Pupil Use of Privately Owned Technology

2363 PUPIL USE OF PRIVATELY-OWNED TECHNOLOGY

The Board of Education recognizes technology is always changing and as a result of increased accessibility to technology many pupils possess technology devices for their use during non-school hours. These privately-owned devices may be beneficial to pupils during school hours for approved educational purposes. Therefore, the Board of Education will allow pupils to use their privately-owned technology devices under conditions outlined in this Policy.

For the purpose of this Policy, “technology” means hardware or software.

For the purpose of this Policy, “privately-owned” means technology hardware and software that is purchased, owned, and maintained by the pupil at no expense to the school or school district.

For the purpose of this Policy, “hardware” means any device that can store, access, retrieve, and/or communicate data or information. “Hardware” may include, but is not limited to, any type of computer device; wireless telephone; electronic reader; personal digital assistant (PDAs); video broadcasting and/or recording device; or camera.

For the purpose of this Policy, “software” means any computer program(s) or related data that provide instruction for telling a computer or other hardware device what to do and how to do it.

The use of privately-owned technology by a pupil in the educational program during the school day must be approved by the pupil’s parent or legal guardian and the school teaching staff member responsible for supervising and/or providing the pupil’s instructional program. A teaching staff member may approve a pupil’s use of privately-owned technology based on the assignment(s) to the pupil. The teaching staff member may also prohibit the use of privately-owned technology for an assignment(s).

~~Optional~~

_____ Teaching staff members shall notify their immediate supervisor or Principal that pupils will be using privately-owned technology during instructional time.



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Pupil Use of Privately Owned Technology

~~_____ Teaching staff members must get prior approval from their immediate supervisor or Principal before allowing pupils to use privately owned technology during instructional time.]~~

Pupils who use privately-owned technology in school will be given access to the school district's computer server(s) or network(s) by a teaching staff member who will obtain approval from the building administrator. A teaching staff member who approves a pupil to use their privately-owned technology to access the Internet during instructional time will provide the pupil with a list of approved Internet sites the pupil is permitted to access. A pupil granted such permission must comply with school district policies and regulations regarding acceptable use of computers and technology. Any use of privately-owned technology by a pupil shall be in strict accordance with the teaching staff member's specific approval(s) and Board policies and regulations. Any violation will subject the pupil to appropriate discipline and/or grading consequences.

The teaching staff member, in considering the use of privately-owned technology, will ensure such approval does not provide any advantage or benefit to the pupil who owns such technology over the pupil who does not own such technology. The teaching staff member will not approve the use of privately-owned technology if the teaching staff member determines the use would be advantageous or beneficial to the pupil who owns such technology over the pupil who does not own such technology.

The school district assumes no responsibility for any privately-owned technology brought to school by a pupil. The pupil shall be responsible for the proper operation and use of any privately-owned technology brought to school. School staff members shall not be responsible for the effective use and/or technical support for any privately-owned technology.

The school district shall assume no responsibility for the security of or damage to any privately-owned technology brought to school by a pupil. Pupils are encouraged to purchase private insurance for loss, damage, or theft of any privately-owned technology the pupil brings to school.

Adopted: 27 August 2012



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2431.4/Prevention and Treatment of Sport-Related
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2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. In order to ensure the safety of pupils that participate in interscholastic athletics **and cheerleading programs**, it is imperative that student-athletes, **cheerleaders**, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student-athlete **or cheerleader** to return to play before recovering from a concussion increases the chance of a more serious brain injury.

Every school district that participates in interscholastic athletics **or cheerleading programs** is required to adopt a policy concerning the prevention and treatment of sports-related concussions and other head injuries among student-athletes **and cheerleaders** in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. For the purpose of this Policy, “interscholastic athletics” shall be Kindergarten through twelfth grade school-sponsored athletic programs where teams or individuals compete against teams or individuals from other schools or school districts. **For the purpose of this Policy, “cheerleading program” shall be Kindergarten through twelfth grade school-sponsored cheerleading programs.**

The school district will adopt an Interscholastic Athletic **and Cheerleading** Head Injury Training Program to be completed by the team or school physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport **or cheerleading program**, designated school nurses, and other appropriate school district personnel as designated by the Superintendent. This Training Program shall be in accordance with guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.2.

The Principal or designee shall distribute the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form to every student-athlete who participates in interscholastic sports **and every cheerleader who participates in a cheerleading program**. The Principal or designee shall obtain a signed acknowledgement of the receipt of the Fact Sheet by the student-athlete **or cheerleader’s** parent and keep on file for future reference.



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Prevention of a sports-related concussion and head injuries is an important component of the school district's program. The school district may require pre-season baseline testing of all student-athletes **and cheerleaders** before the ~~student-athlete~~ **pupil** begins participation in an interscholastic athletic **or cheerleading** program.

Any student-athlete **or cheerleader** who exhibits the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall be immediately removed from play and may not return to play that day. Emergency medical assistance shall be contacted when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed. If available when the student-athlete **or cheerleader** is exhibiting signs or symptoms, the ~~student-athlete~~ **pupil** will be evaluated by the school or team physician. The Principal or designee shall contact the ~~student-athlete's~~ **pupil's** parent and inform the parent of the suspected sports-related concussion or other head injury.

Possible signs of a concussion can be observed by any school staff member or the school or team physician. Any possible symptoms of a concussion can be reported by the student-athlete **or cheerleader** to: coaches; licensed athletic trainer; school or team physician; school nurse; and/or parent. The Principal or designee shall provide the student-athlete **or cheerleader** with Board of Education approved suggestions for management/medical checklist to provide to their parent and physician or other licensed healthcare professional trained in the evaluation and management of sports-related concussions and other head injuries.

A student-athlete **or cheerleader** who participates in interscholastic athletics **or a cheerleading program** and who sustains or is suspected of sustaining a concussion or other head injury shall be required to have a medical examination conducted by their physician or licensed health care provider. The **pupil's** ~~student-athlete's~~ physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.

The **pupil's** ~~student-athlete's~~ physician or licensed health care provider must provide to the school district a written medical release/clearance for the **pupil** ~~student-athlete~~ indicating when the **pupil** ~~student-athlete~~ is able to return to the activity. The medical release/clearance must indicate the student-athlete **or cheerleader** is asymptomatic at rest and either may return to the



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interscholastic athletic activity **or cheerleading program** because the injury was not a concussion or other head injury or may begin the district's graduated return to competition and practice protocol outlined in Regulation 2431.4. A medical release/clearance not in compliance with this Policy will not be accepted. The medical release/clearance must be reviewed and approved by the school or team physician.

The school district shall provide a copy of this Policy and Regulation 2431.4 to all youth sports team organizations that operate on school grounds. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that operates on school grounds, if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence insuring the youth sports team organization against liability for any bodily injury suffered by a person and a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purposes of this Policy a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

This Policy and Regulation shall be reviewed and approved by the school physician and shall be reviewed annually, and updated as necessary, to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussion and other head injuries.

N.J.S.A. 18A:40-41.1; 18A:40-41.2; 18A:40-41.3; 18A:40-41.4; 18A:40-41.5

Adopted: 29 August 2011
Revised: 27 August 2012



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Prevention and Treatment of Sport-Related/
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R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES

A concussion is a traumatic brain injury caused by a direct or indirect blow to the head or body. Allowing a student-athlete **or cheerleader** to return to play before recovering from a concussion increases the chance of a more serious brain injury that can result in severe disability and/or death. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Interscholastic Athletic/**Cheerleading Program** Head Injury Training Program

1. The school district will adopt an Interscholastic Athletic/**Cheerleading Program** Head Injury Training Program to be completed by the school or team physician, licensed athletic trainer(s) involved in the interscholastic athletic program, all staff members that coach an interscholastic sport **or cheerleading program**, designated school nurses, and other appropriate school district personnel as designated by the Superintendent.
2. This Training Program shall be in accordance with the guidance provided by the New Jersey Department of Education and the requirements of N.J.S.A. 18A:40-41.1 et seq.

B. Prevention

1. The school district may require pre-season baseline testing of all student-athletes **and cheerleaders** before the ~~pupil student-athlete~~ begins participation in an interscholastic athletic program or activity **or cheerleading program**. The baseline testing program shall be reviewed and approved by the school or team physician trained in the evaluation and management of sports-related concussions and other head injuries.
2. The Principal or designee will review educational information for student-athletes **and cheerleaders** on prevention of concussions.



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3. All school staff members, student-athletes, **cheerleaders**, and parents of student-athletes **and cheerleaders** shall be informed through the distribution of the New Jersey Department of Education Concussion and Head Injury Fact Sheet and Parent/Guardian Acknowledgement Form and other communications from the Principal and coaches on the importance of early identification and treatment of concussions to improve recovery.
- C. Signs or Symptoms of Concussion or Other Head Injury
1. Possible signs of concussions can be observed by coaches, licensed athletic trainer, school or team physician, school nurse, or other school staff members. Possible signs of a concussion may be, but are not limited to, the student-athlete **or cheerleader**:
 - a. Appears dazed, stunned, or disoriented;
 - b. Forgets plays, or demonstrates short-term memory difficulty;
 - c. Exhibits difficulties with balance or coordination;
 - d. Answers questions slowly or inaccurately; and/or
 - e. Loses consciousness.
 2. Possible symptoms of concussion shall be reported by the student-athlete **or cheerleader** to coaches, licensed athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion are, but not limited to:
 - a. Headache;
 - b. Nausea/vomiting;
 - c. Balance problems or dizziness;
 - d. Double vision or changes in vision;
 - e. Sensitivity to light or sound/noise;



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- f. Feeling sluggish or foggy;
- g. Difficulty with concentration and short-term memory;
- h. Sleep disturbance; or
- i. Irritability.

D. Emergency Medical Attention for Concussion or Other Head Injury

1. Any student-athlete **or cheerleader** who is exhibiting the signs or symptoms of a sports-related concussion or other head injury during practice or competition shall immediately be removed from play and activities and may not return to the practice or competition that day.
2. The school staff member supervising the student-athlete **or cheerleader** when the ~~student-athlete~~ **pupil** is exhibiting signs or symptoms of a sports-related concussion or other head injury shall immediately contact emergency medical assistance when symptoms get worse, loss of consciousness, direct neck pain associated with the injury, or any other sign the supervising school staff member determines emergency medical attention is needed.
 - a. In the event the school or team physician is available when the student-athlete **or cheerleader** is exhibiting signs or symptoms of a sports-related concussion or other head injury, the physician may make the determination to call emergency medical assistance.
3. The school staff member supervising the student-athlete **or cheerleader** when the ~~student-athlete~~ **pupil** is exhibiting signs or symptoms of a sports-related concussion or other head injury during practice or competition shall report the occurrence to the Principal or designee. The Principal or designee shall contact the ~~student-athlete's~~ **pupil's** parent and inform the parent of the suspected sports-related concussion or other head injury.



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E. Sustained Concussion or Other Head Injury

1. A student-athlete **or cheerleader** who participates in interscholastic athletics **or cheerleading program** and who sustains or is suspected of sustaining a concussion or other head injury shall immediately be removed from practice or competition and shall be required to have a medical examination conducted by their physician or licensed health care provider. The ~~student-athlete's~~ **pupil's** physician or licensed health care provider shall be trained in the evaluation and management of concussion to determine the presence or absence of a sports-related concussion or head injury.
2. The student-athlete **or cheerleader** suspected of sustaining a concussion or other head injury shall be provided a copy of Board of Education Policy and Regulation 2431.4 and a copy of Board of Education approved suggestions for management/medical checklist to provide to their parent and their physician or licensed health care professional.
3. The student-athlete **or cheerleader's** physician must provide to the school district, upon the completion of a medical examination, a written medical release/clearance when the ~~student-athlete~~ **pupil** is able **to** return to the activity. The release/clearance must indicate:
 - a. The medical examination determined the injury was not a concussion or other head injury, the ~~student-athlete~~ **pupil** is asymptomatic at rest, and the ~~student-athlete~~ **pupil** may return to the interscholastic athletic **or cheerleading** activity; or
 - b. The medical examination determined the injury was a concussion or other head injury, the ~~student-athlete~~ **pupil** is asymptomatic at rest, and can begin the graduated return to competition and practice protocol outlined in F. below.

A medical release/clearance not in compliance with this requirement will not be accepted. The student-athlete **or cheerleader** may not return to the activity or begin the graduated return to competition and practice protocol until he/she receives a



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medical evaluation and provides a medical clearance/release that has been reviewed and approved by the school or team physician.

4. Complete physical, cognitive, emotional, and social rest is advised while the ~~student-athlete~~ **pupil** is experiencing symptoms and signs of a sports-related concussion or other head injury. (Minimize mental exertion, limit over-stimulation and multi-tasking, etc.)
- F. Graduated Return to Competition and Practice Protocol

1. Upon the school physician's acceptance of the written medical release/clearance, the student-athlete **or cheerleader** may begin a graduated return to competition and practice protocol supervised by a licensed athletic trainer, school or team physician, or designated school nurse trained in the evaluation and management of concussions and other head injuries. The following steps shall be followed:

Step 1 - Completion of a full day of normal cognitive activities (attendance at school, studying for tests, watching practice, interacting with peers, etc.) without re-emergence of any signs or symptoms. If there is no return of signs or symptoms of a concussion, the student-athlete **or cheerleader** may advance to Step 2 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall be required to have a re-evaluation by ~~the student-athlete's~~ **their** physician or licensed healthcare provider. The ~~student-athlete~~ **pupil** shall not be permitted to begin the graduated return to competition and practice protocol until a medical clearance, as required in E.3. above, is provided and approved by the school or team physician.

Step 2 - Light aerobic exercise, which includes walking, swimming, or stationary cycling, keeping the intensity less than 70% maximum percentage heart rate. There shall be no resistance training. The objective of this Step is increased heart rate. If there is no return of any signs or symptoms of a concussion, the student-athlete **or cheerleader** may advance to Step 3 below on the next



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Prevention and Treatment of Sport-Related/
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day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 1.

Step 3 - Sport-specific exercise including skating and/or running. There shall be no head impact activities. The objective of this Step is to add movement and continue to increase the student-athlete **or cheerleader's** heart rate. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 4 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 2.

Step 4 - Non-contact training drills such as passing drills, agility drills, throwing, catching, etc. The student-athlete **or cheerleader** may initiate progressive resistance training. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 5 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur, the ~~student-athlete~~ **pupil** shall return to Step 3.

Step 5 - The ~~student-athlete's~~ **pupil's** medical condition, upon completing Step 4 with no return of any signs or symptoms of a concussion, shall be evaluated for medical clearance based upon consultation between the school district's licensed athletic trainer, school or team physician, designated school nurse, and the ~~student-athlete's~~ **pupil's** physician. After this consultation and upon obtaining written medical release/clearance approved by the school or team physician, the ~~student-athlete~~ **pupil** may participate in normal training activities. The objective of this Step is to restore the ~~student-athlete's~~ **pupil's** confidence and for the coaching staff to assess the ~~student-athlete's~~ **pupil's** functional skills. If there is no return of any signs or symptoms of a concussion, the ~~student-athlete~~ **pupil** may advance to Step 6 below on the next day. If a re-emergence of any signs or symptoms of a concussion occur or if the ~~student-athlete~~ **pupil** does not obtain medical release/clearance to proceed to Step 6, the school or team physician, in consultation with the ~~student-athlete's~~ **pupil's** physician, shall determine the ~~student-athlete's~~ **pupil's** return to competition and practice protocol.



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Step 6 - Return to play involving normal exertion or game activity. If the ~~student-athlete~~ **pupil** exhibits a re-emergence of any concussion signs or symptoms once he/she returns to physical activity, he/she will be removed from further activities and returned to Step 5.

G. Temporary Accommodations for Student-Athletes **and Cheerleaders** with Sports-Related Head Injuries

1. Rest is the best "medicine" for healing concussions or other head injuries. The concussed brain is affected in many functional aspects as a result of the injury. Memory, attention span, concentration, and speed of processing significantly impact learning. Further, exposing the concussed ~~student-athlete~~ **pupil** to the stimulating school environment may delay the resolution of symptoms needed for recovery. Accordingly, consideration of the cognitive effects in returning to the classroom is also an important part of the treatment of sports-related concussions and head injuries.
2. Mental exertion increases the symptoms from concussions and affects recovery. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a pupil is sensitive to light/sound, can slow a pupil's recovery. In accordance with the Centers for Disease Control's toolkit on managing concussions, the Board of Education may look to address the pupil's cognitive needs in the following ways. Pupils who return to school after a concussion may need to:
 - a. Take rest breaks as needed;
 - b. Spend fewer hours at school;
 - c. Be given more time to take tests or complete assignments (all courses should be considered);
 - d. Receive help with schoolwork;
 - e. Reduce time spent on the computer, reading, and writing;



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Prevention and Treatment of Sport-Related/
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and/or

- f. Be granted early dismissal from class to avoid crowded hallways.

Adopted: 29 August 2011

Revised: 27 August 2012



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Pupil Assessment

2622 PUPIL ASSESSMENT

The New Jersey Statewide assessment program has been designed to measure the extent to which all pupils at the elementary, middle, and secondary levels have attained New Jersey's Core Curriculum Content Standards. The Board of Education will comply with implementing the schedule of the New Jersey State Board of Education Statewide assessment program.

Assessments

The Superintendent shall develop and present to the Board annually for its approval an assessment program that complies with rules of the State Board of Education.

Records

The Board shall maintain an accurate record of each pupil's performance on Statewide assessments in accordance with N.J.A.C. 6A:8-4.2. Notwithstanding Policy No. 8330, information regarding individual pupil test scores shall be released only to the pupil, his/her parent(s) or legal guardian(s), or individuals eligible by court order and school personnel and school officials deemed **authorized by Federal and State law** ~~appropriate by the Commissioner.~~

Dissemination of Information

In accordance with the requirements of N.J.A.C. 6A:8-4.5, ~~t~~**The school district is required to must report annually to the State Board of Education and release to the public on the progress of all pupils and pupil subgroups in meeting the Core Curriculum Content Standards as measured by the Statewide assessment system by publishing and distributing the Department of Education's annual New Jersey School Report Card in accordance with N.J.S.A. 18A:7E-2 through 6 and the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq. the results of Statewide assessments in accordance with the New Jersey Department of Education guidelines. Additionally, the results of the performance of school district pupils on Statewide assessments shall be released annually through the dissemination of the school district's New Jersey School Report Card and other such means as determined by the Superintendent.**



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Pupil Assessment

Parental Notification

Parent(s) or legal guardian(s) shall be informed of the district assessment program and of any special tests that are to be administered to their children.

PROGRAM EXCEPTIONS

Pupils With Disabilities

Pupils with disabilities shall participate in all State assessments **systems in accordance with provisions as outlined in N.J.A.C. 6A:14-4.10** ~~unless the pupil's disability is so severe that the pupil is not receiving instruction in any of the knowledge and skills measured by the Statewide assessment in a subject area with or without accommodations. The Board shall provide appropriate accommodations or modifications to the Statewide assessment system as specified by the New Jersey Department of Education as defined in N.J.A.C. 6A:14-1.3 or Section 504 of the Rehabilitation Act as determined by the Individual Education Plan (IEP) Team or the 504 Team in compliance with the New Jersey Department of Education guidelines.~~ **Accommodations and modifications approved by the New Jersey Department of Education for the administration of the Statewide assessment shall be provided when determined necessary by the Individual Education Plan (IEP) team to pupils with disabilities who participate in general Statewide assessments. Pupils with disabilities shall participate in the Alternative Proficiency Assessment (APA) as provided for in N.J.A.C. 6A:14-4.10(a)2.** ~~Special Review Assessment (SRA) may be used for pupils who have not demonstrated proficiency in one or more content areas of the High School Proficiency Assessment. Alternate Proficiency Assessment (APA) may be used for pupils with severe disabilities.~~

~~Pupils With Limited English Proficiency (LEP)~~ **English Language Learner (ELL)**

An English language learner is a person who is in the process of acquiring English and has a first language other than English. ELLs are the same pupils who are sometimes referred to as limited English proficient (LEP). All ELLs ~~Pupils with limited English proficiency (LEP)~~ shall participate in all Statewide assessments and may be provided appropriate accommodations or modifications as **approved** ~~specified~~ by the New Jersey Department of Education.



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Pupil Assessment

All **ELLs** ~~pupils of limited English proficiency~~ shall satisfy the requirements for high school graduation according to N.J.A.C. 6A:8-5.1, except **that** any **ELL** ~~pupil of limited English proficiency~~ may demonstrate they have attained State minimum levels of proficiency through:

1. Passage of the ~~SRA~~ **Alternative High School Assessment (AHSA)** process in their native language and passage of an English fluency assessment approved by the New Jersey Department of Education; or
2. Passage of the ~~SRA~~ **AHSA** process in English with appropriate accommodations.

Pupils with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act and who participate in the AHSA process are not required to participate in repeated administrations of the High School Proficiency Assessment (HSPA).

N.J.S.A. 18A:7C-6.2

N.J.A.C. ~~6:8-2.2~~; 6A:7-1.7; 6A:8-4.1; 6A:8-5.1 ~~et seq.~~;

6A:14-1.1 et seq.; 6A:14-3.7; **6A:14-4.10**; 6A:14-4.12; 6A:15-1.11

Adopted: 3 May 2004

Revised: 27 August 2012



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Nutley Public Schools
Teaching Staff Members
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Use of Social Networking Sites

3282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

Staff members are advised to be concerned and aware such conduct deemed inappropriate may include, but is not limited to, communications and/or publications using e-mails, text-messaging, social networking sites, or any other form of electronic communication that is directed and/or available to pupils or for public display or publication.

While the Board respects the right of staff members to use social networking sites, staff members should recognize they are held to a higher standard than the general public with regard to standards of conduct and ethics. It is important that a staff member's use of these sites does not damage the reputation of the school district, employees, pupils, or their families. Staff members who utilize, post or publish images, photographs, or comments on social networking sites, blogs, or other forms of electronic communication outside their professional responsibilities shall ensure their use, postings, or publications are done with an appropriate level of professionalism and are appropriate conduct for a school staff member. Staff members should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public even without their knowledge or consent.



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Nutley Public Schools
Teaching Staff Members
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Use of Social Networking Sites

The school district strongly encourages all staff members to carefully review the privacy settings on social networking sites they use and exercise care and good judgment when posting content and information on such sites. Staff members should adhere to the following guidelines, which are consistent with the district's workplace standards on harassment, pupil relationships, conduct, professional communication, and confidentiality.

When using personal social networking sites, school staff members:

1. Should not make statements that would violate any of the district's policies, including its policies concerning discrimination or harassment;
2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;



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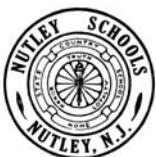
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Teaching Staff Members
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Use of Social Networking Sites

8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 27 August 2012



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Nutley Public Schools
Support Staff Members
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Use of Social Networking Sites

4282 USE OF SOCIAL NETWORKING SITES

The Board of Education has a strong commitment to quality education and the well-being of all pupils, as well as the preservation of the school district's reputation. The Board believes staff members must establish and maintain public trust and confidence and be committed to protecting all pupils attending the school district. In support of the Board's strong commitment to the public's trust and confidence, the Board holds all staff members to the highest level of professional responsibility.

The Commissioner of Education has determined inappropriate conduct outside a staff member's professional responsibilities may determine them as unfit to discharge the duties and functions of their position. Staff members should be advised communications, publications, photographs, and other information appearing on social networking sites deemed inappropriate by the Board could be cause for dismissal of a non-tenured staff member or to certify tenure charges against a tenured staff member to the Commissioner of Education.

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Nutley Public Schools
Support Staff Members
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Use of Social Networking Sites

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2. Must uphold the district's value of respect for the individual and avoid making defamatory statements about the school district, employees, pupils, or their families;
3. May not disclose any confidential information about the school district or confidential information obtained during the course of his/her employment, about any individual(s) or organization, including pupils and/or their families;
4. Shall not use social networking sites to post any materials of a sexually graphic nature;
5. Shall not use social networking sites to post any materials which promote violence;
6. Shall not use social networking sites which would be detrimental to the mission and function of the district;
7. Are prohibited from using their school district title as well as adding references to the district in any correspondence including, but not limited to, e-mails, postings, blogs, and social networking sites unless the communication is of an official nature and is serving the mission of the district. This prohibition also includes signature lines and personal e-mail accounts;



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Use of Social Networking Sites

8. Shall not post updates to their status on any social networking sites during normal working hours including posting of statements or comments on the social networking sites of others during school time unless it involves a school project. Employees must seek approval from the Superintendent of Schools for such use; and
9. Shall not post or publish any information the Commissioner of Education would deem to be inappropriate conduct by a school staff member.

The Policy of this district is to maintain a level of professionalism both during and after the school day. Any publication through any means of electronic communication which is potentially adverse to the operation, morale, or efficiency of the district, will be deemed a violation of this Policy. If the Board or Superintendent believes that a staff member's activity on any social networking site violates the district's policies, the Board or Superintendent may request that the employee cease such activity. Depending on the severity of the incident, the staff member may be subject to disciplinary action.

This Policy has been developed and adopted by this Board to provide guidance and direction to staff members on how to avoid actual and/or the appearance of inappropriate conduct toward pupils and/or the community while using social networking sites.

Adopted: 27 August 2012



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Nutley Public Schools
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Advertising on School Buses

6164 ADVERTISING ON SCHOOL BUSES

The Board of Education authorizes the sale of advertising space on the exterior of school buses that are owned or leased by the Board in accordance with the provisions of N.J.S.A. 18A:39-31 and N.J.A.C. 6A:27-7.10, 7.11, and 7.12.

The Public School Contracts Law, N.J.S.A. 18A:18A-1 et seq., shall apply to any contract or agreement entered into by the Board for the purpose of placing advertisements on school buses.

All advertisements shall require the prior approval of the Board of Education. The advertiser will be considered an independent contractor and shall not be deemed to be an agent, servant, employee, or representative of the Board. In the event the advertiser fails to provide service in accordance with the bid specifications and contract for advertisements, the advertiser shall be considered in breach of contract. Cancellation of the advertisement and/or enforcement of advertiser's performance bond may result.

The Board of Education reserves the right, at its discretion and at any time, to reject any advertising copy, whether or not it has previously acknowledged and/or advertised the exact or similar copy. No advertising space may be used or re-sold by the advertiser for the promotion, either directly or indirectly, of any business, organization, or enterprise other than the one defined in the original contract for advertisement. The advertiser will protect, defend, and save harmless the Board of Education from any suits or actions of every nature and description brought against it by reason of the advertisement.

Fifty percent of the funds generated from the placement of advertisements on the outside of school buses shall be used to offset fuel costs associated with the provision of pupil transportation services and fifty percent shall be used to support any programs or services deemed appropriate by the Board.

The Board of Education will approve the specifications for advertisements on school buses that will include: advertisement material, including paint, decals, or magnetic material; approved advertisement colors; advertisement mounting procedures, if applicable; location of advertisements on school buses; advertisement size(s); duration of advertisement contracts; and any other



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Advertising on School Buses

specifications for advertisements the Board deems appropriate. All advertisements shall be in accordance with New Jersey Motor Vehicle Commission (NJMVC) regulations and shall not prevent the school bus from passing the NJMVC required inspections for school buses.

In accordance with the provisions of N.J.A.C. 6A:27-7.11, the Board will not accept advertisements to be displayed or maintained on school buses if the advertisement or information contained in the advertisement:

1. Is false, misleading, deceptive, disrespectful, fraudulent, or libelous;
2. Contains material or language that is obscene, profane, vulgar, offensive, or reasonably determined not to be in good taste;
3. Promotes unlawful or illegal goods, services, or activities;
4. Promotes gambling, the sale or use of tobacco or tobacco-related products, or the sale or use of alcoholic beverages;
5. Promotes the sale or use of products designed for use in connection with sexual activity;
6. Depicts or glamorizes violent or antisocial behavior, or sexual conduct;
7. Resembles a traffic control device;
8. Declares or implies an endorsement by the Board of Education; or
9. Is political, religious, issue-related, controversial in nature, or not age appropriate.

The Board of Education will not allow any of its school buses to become a public forum for dissemination, debate, or discussion of public issues. The Board has the authority to reject any and all advertising that it deems to be inappropriate or not in the best interest of the Board of Education, the school district, or pupils.



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Advertising on School Buses

A Board of Education that permits advertisements on school buses shall submit a report to the Commissioner of Education no later than June 30 each year. The report shall include the number of district-owned school buses upon which advertising has been placed, the length of time the advertisements have been on the school buses; and the total revenue earned by the school district as a result of the advertisements.

N.J.S.A. 18A:39-31

N.J.A.C. 6A:27-7.10; 6A:27-7.11; 6A:27-7.12

Adopted: 27 August 2012



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2012-08-27

Nutley Public Schools
Finances
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Payment of Claims

6470 PAYMENT OF CLAIMS

The Board of Education directs the prompt payment of legitimate claims by suppliers of goods and services to the school district, provided that each bill or obligation of this Board is fully itemized and verified before a warrant is drawn for its payment.

When an invoice is received, the School Business Administrator/Board Secretary or designee shall verify the voucher is properly submitted, acceptable goods were received or satisfactory services rendered, the expenditure is included in the Board's budget and funds are available for its payment, and the amount of the invoice is correct.

The School Business Administrator/Board Secretary shall identify and investigate, if necessary, the reason for any increase to a purchase order. If it is found by the School Business Administrator/Board Secretary that an increase to a purchase order is warranted, the School Business Administrator/Board Secretary shall either approve a revision to the original purchase order with the reason noted, approve the issuance of a supplemental purchase order for the difference, or cancel the original purchase order and issue a new purchase order. If it is found an increase is not warranted, the purchase order shall be cancelled and the goods returned. In no instance shall an adjustment be made to a purchase order that changes the purpose or vendor of the original purchase order or a bid award price.

The school district's financial systems shall be programmed to:

1. Limit system access so that only appropriate Business office staff may make purchase order adjustments;
2. Reject adjustments in excess of any established approval thresholds;
3. Prevent unauthorized changes to be processed;
4. Reject payments where the sum of the invoice amount plus any previous invoices charged to the purchase order exceeds the sum of the original purchase order amount plus any authorized adjustments;



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Finances
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Payment of Claims

5. Reject duplicate purchase order numbers;
6. Reject duplicate invoice numbers; and
7. Prepare an edit/change report listing all payments made in excess of the originally approved purchase order amount.

The School Business Administrator/Board Secretary shall review on a monthly basis edit/change reports listing all payments made in excess of the originally approved purchase order amount to ensure that all payments made are properly authorized.

If funds are not available in the budget line account to which the expenditure will be charged, funds may be transferred in accordance with Policy No. 6422.

[Select One Option Below]

___ **The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations.**

___ The Board must approve all claims for payment, except; **such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations.** In accordance with N.J.S.A. 18A:19-4.1, the School Business Administrator/Board Secretary and the _____ are authorized to approve payment of claims not greater than \$_____, 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.

___ **The Board must approve all claims for payment, except such payments that are to be paid from funds derived from athletic events or other activities of pupil organizations. However, in accordance with N.J.S.A. 18A:19-4 and N.J.S.A. 18A:19-4.1, the Board may by Board resolution designate a person in addition to the Board Secretary to audit any account and demand to be paid, and provide for approval of such account or demand by such designated person or the Board Secretary prior to presentation to the Board. Any such approval of payment must be presented to**



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Nutley Public Schools
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Payment of Claims

the Board for ratification at the next regular Board meeting. The Board may, in the resolution, establish a maximum dollar amount for which payment may be authorized without prior Board approval.]

All claims **shall be fully itemized, verified, and shall** ~~will~~ be submitted for Board review and approval or ratification. Claims must be submitted to the Board in the form of a list that includes the number, amount, and date of the warrant; the payee; the reason for the expenditure; and the account charged. **All claims that equal or exceed fifteen percent of the bid threshold amount established pursuant to N.J.S.A. 18A:18A-3, except for payrolls and debt service, shall be verified by affidavit or by signed declaration in writing in accordance with the provisions of N.J.S.A. 18A:19-3.**

The list of claims must be accompanied by the original records that include copies of the purchase order, the receiving report, the vendor's invoice, and the purchase requisition. The list of approved warrants will be included in the minutes of the Board meeting.

When a claim for payment is duly approved in accordance with this **Pp**olicy, the School Business Administrator/Board Secretary and/or a designated staff member shall promptly prepare a warrant for payment, cancel the commitment placed against the appropriate account, and post the actual expenditure. All warrants **shall** ~~must~~ be signed by the **Board** President, Board Secretary, **Superintendent of Schools**, and/or Treasurer of School Moneys, **as appropriate to the district.**

N.J.S.A. 18A:17-36; **18A:18A-3**; 18A:19-1 et seq.; **18A:19-3**;
18A:19-4; **18A:19-4.1**; 18A:22-8.1

N.J.S.A. 18A:54-26 [**vocational districts**]

N.J.A.C. 6A:23A-6.10

Adopted: 20 Oct. 2008

Revised: 24 August 2009

Revised: 27 August 2012



REGULATION

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2012-08-27

Nutley Public Schools
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Payment of Claims

R 6470 PAYMENT OF CLAIMS

A. Receipt of Goods and Services

1. The ~~administrator~~ **staff member authorized to who** receives goods or services shall check them against the purchase order issued and determine whether the goods or services delivered meet the specifications and quantities set forth in the purchase order.
2. The **authorized staff member** ~~receiving administrator~~ will record his or her approval of the received goods or services on the receiving copy of the purchase order and return it to the Business office. A copy of the purchase order will be retained by the receiving **staff member** ~~administrator~~.
3. Any over supply, shortage, substitution, or other discrepancy must be reported immediately to the School Business Administrator/Board Secretary or designee.

B. Approval of Invoice

1. The School Business Administrator/Board Secretary or designee shall verify the vendor's invoice for the correct billing price and check the invoice for accurate extensions and omission of tax.
2. The School Business Administrator/Board Secretary or designee shall attach the vendor's invoice and **verification** voucher, if a **verification** voucher is necessary, to the copy of the purchase order received from the requisitioner certifying satisfactory completion **of the service or receipt of the goods**.
3. If the invoice price exceeds the purchase order price the invoice will be referred to the School Business Administrator/Board Secretary, who will only approve a payment amount in excess of the approved purchase order amount in accordance with the provisions of Policy 6470 and N.J.A.C. 6A:23A-6.10.
4. If extensions are incorrectly calculated, the invoice will be returned to the vendor for correction.
5. If tax has been charged, the invoice will be returned to the vendor for correction with a copy of the district's tax exemption certificate.



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6. If goods or services received were not satisfactory, the receiving ~~staff member~~ **officer** and the vendor will be consulted in order to reach a resolution satisfactory to all parties.
7. The ~~verified~~ **final** invoice, **verification** voucher (if necessary), verified receipt, and all accompanying papers will be forwarded to the School Business Administrator/Board Secretary or designee.

C. Issuance of Warrants

1. The School Business Administrator/Board Secretary or designee may prepare warrants for expenditures for which the Board has waived approval ~~and as which are listed in Policy No. 6470:~~
 - a. ~~Interest on bonds as it becomes due,~~
 - b. ~~Payments to redeem bonds as they become due,~~
 - c. ~~Progress payments to contractors in accordance with a contract approved by the Board,~~
 - d. ~~Warrants to cover payroll and approved agency account deposits, and~~
 - e. ~~Claims not exceeding \$_____ in amount.~~
2. **All claims paid** ~~Expenditures made~~ without prior Board approval **as permitted in Policy 6470 and N.J.S.A. 18A:19-4.1 et seq. shall** ~~must~~ be reported to the Board at its next meeting after the warrant is drawn.
3. All other demands for payment will be submitted to the **Board** ~~(Board, _____ Committee of the Board, or Board Committee Chairperson)~~ for approval.
4. In accordance with Policy No. 6470, claims must be submitted to the Board in the form of a list that includes the:
 - a. Number, amount, and date of the warrant,
 - b. Payee,



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- c. Reason for the expenditure, and
 - d. Account charged.
5. When the expenditure has been approved, the authorized Business office staff member will debit the correct account and credit the encumbrance.
 6. A warrant will be prepared for the payment of goods or services. The warrant number will be recorded on the file copy of the vendor's invoice.
 7. All warrants shall be signed by the Board President, the Board Secretary, **Superintendent of Schools**, and/or the Treasurer of School Moneys, **as appropriate to the district and in accordance with the requirements of applicable statutes and administrative codes.**

Optional

~~Choose one or more (For use only where checkwriter machine, signature stamps and/or computer system are approved for use)~~

- ~~[8. Each warrant may be run through a checkwriter machine for imprint, of the signatures of the Board President, Board Secretary, and the Treasurer of School Moneys. When not in use, the checkwriter machine will be kept secured under two separate locks, each requiring a different key. Keys to the checkwriter machine locks will be removed from the checkwriter machine when it is not in use and will be separately secured. One key will be under the control of the Board Secretary, and the other under the control of the Treasurer of School Moneys.~~

AND/OR

- ~~9. Each warrant may have signatures affixed by use of signature stamps of the Board President, Board Secretary and the Treasurer of School Moneys. When the stamps are not in use they will be kept secured under two separate locks, each requiring a different key. Keys will be secured separately. One key will be under the control of the Board Secretary and the other under the control of the Treasurer of School Moneys.~~



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AND/OR

~~Each warrant will have an imprint of the signatures of the Board President, Board Secretary and the Treasurer of School Moneys affixed by the computerized system when the warrants are printed.~~

~~The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.]~~

- 8. The Board of Education shall approve the authorized signatures to be required on warrants for each account. Warrants may be signed in one or more of the following manners:**
- a. Warrants may be run through a checkwriter machine for imprint of the required signatures. A checkwriter machine will be kept in a secured location. The key(s) to the checkwriter machine will be removed from the checkwriter machine when it is not in use and stored in a secured location not with the checkwriter machine.**
 - b. Warrants may have the required signatures affixed by use of signature stamps. When the signature stamps are not in use they will be kept in a secured location.**
 - c. Warrants may have an imprint of the signatures affixed by the computerized system when the warrants are printed. The computer system used to prepare warrants and affix signatures shall have appropriate security software to assure that unauthorized individuals do not have access to the system.**

Adopted: 27 August 2012



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R 7510 USE OF SCHOOL FACILITIES

A. Classification of Users

Organizations and individuals using school facilities will be classified as Class I, II, or III users as follows:

1. Class I users will be given priority for the use of school facilities over other users and may use school district facilities without payment of a use fee or charge for custodial and service (fuel, water, and electricity) costs. Class I users include the following organizations and individuals:

School groups, Parent Teacher Organizations, Booster Clubs, Student activities, school committees, staff committees, Boys Scouts and Girl Scouts, programs sponsored by the Township of Nutley.

2. Class II users will be given priority for the use of school facilities over Class III users and may use school district facilities without payment of a use fee but will be charged custodial and service costs. Class II users include the following organizations and individuals:

Non-profit community groups charging fees; travelling youth sports teams comprised of more than 50% Nutley residents.

3. Class III users will be given lowest priority for the use of school facilities and may use school district facilities only on payment of a use fee and charges for custodial and service costs. Class III users include the following organizations and individuals:

All community groups operating for profit; all groups profit and non-profit who do not operate within the Town of Nutley; adult sports leagues.

4. No other organizations or individuals will be permitted to use school facilities.



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B. Application Procedures

1. Application must be made in writing and on the form supplied by the school district. The form is available in the business office.
2. Application for use of school facilities must be submitted to the business office not less than ten (10) working days before the date of the requested use. A use that requires the approval of the Board must be submitted not less than ten (10) working days prior to a regular Board meeting and not less than ten (10) working days before the date of the requested use.
3. The application must be signed by an adult representative of the requesting organization, who will be considered by the Board to be the agent of the organization.
4. The application must include all the facilities that the applicant wishes to use and all the dates and times of the requested use. Approval of any application is limited to the facilities, dates, and times expressly requested on the application. Approval does not include the privilege of additional rehearsal time or the use of rooms or buildings not expressly requested.
5. The application must include all the equipment and supplies that the applicant wishes to include in the use, pursuant to Policy No. 7520, Loan of School Equipment.

C. Approval

1. The rental coordinator will review each application and check the school calendar to determine whether the facility requested is available at the date and time requested, that is, the facility has not been scheduled
 - a. For use in the instructional or co-curricular program,
 - b. For maintenance, repair, or capital improvement, or
 - c. For use by another organization.



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2. If the facility is not available for use, the rental coordinator will so inform the representative of the organization and may suggest alternative dates, times, or facilities.
3. If the facility is available for use and the applicant meets the standards set by Policy No. 7510 and these regulations, the rental coordinator will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Business Administrator for final ~~approval~~ review and ~~or for~~ referral to the Board for requests that may be approved only by the Board.
4. Standards for approval include the following limitations on use:
 - a. School facilities are available for use only on weekdays, including school vacations.

[Select one option below

School facilities are not available for use on Saturdays, Sundays, and other public holidays.

School facilities may be available for use on (Saturdays Saturdays and Sundays Saturdays, Sundays, and other public holidays depending on appropriate and adequate custodial coverage.]

- b. School facilities are available for use only during the hours of 3:30 p.m. and 10 p.m while school is in session and during the hours of 8 a.m. to 10 p.m on Saturday and Sunday. Permission may be granted for a use prior to 8 a.m and up to 12 p.m., provided the user pays an overtime fee regardless of the user's classification. School facilities are not available for use during the school day or for any use that may interfere with the school district's educational or co-curricular programs.
- c. The use of school facilities will generally not be granted for observances or celebrations that are essentially private in



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nature or for meetings of small groups that can conveniently convene in private homes.

- d. In accordance with Policy No. 7510, the use of school facilities will not be granted for the advantage of any commercial or profit-making organization or partisan political activity, or any purpose that is prohibited by law.
5. The Business Administrator or his or her designee will determine the classification (I, II, or III) of the applicant organization and the fees and costs, if any, to be charged for the use of the facility. ~~This That~~ information will be **provided** ~~entered~~ on the application form.
6. In the event of a conflict between requesting organizations within the same class, the request received earlier by the district will be honored first.
7. A copy of each approved or disapproved application will be distributed to the representative who signed the application form.
8. The application form will include the rules governing the use of school facilities, and the representative's signature on the application will signify notice of those rules and the organization's agreement to be bound by those rules.
9. The Board reserves the right to deny an application and to withdraw permission to use school facilities after approval has been granted and after the use has commenced. Permission may specifically be withdrawn from any organization whose representative has willfully made misrepresentation on the application or whose members violate the rules established for the use of school facilities. Such withdrawal of permission may constitute grounds for denying a future application made by the organization.
10. Permission to use school facilities is not transferable.
11. The organization representative must inform the rental coordinator of any canceled use request as soon as he/she is



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aware of the cancellation. An organization's failure to inform the rental coordinator of a canceled use at least one (1) working days in advance of the scheduled time of the use may result in imposition of service charges.

12. Permission to use a school facility is automatically withdrawn on a day when the facility is closed for inclement weather, work stoppage, or other emergency.

D. Insurance and Indemnification

1. The representative of an organization granted permission to use a school facility must assume responsibility for the orderly and careful use of the facility and must agree to assume liability for any damage or loss of property caused by the use or in the course of the use.
2. The organization and/or its representative will hold the Board of Education harmless from claims arising out of the permitted use of the school facility or during the user's occupancy. In addition, the user shall agree to save the Board harmless from liability for injury or damage to any person or property of any person who may be attending or participating in the function or activity for which permission has been granted.
3. The user shall furnish evidence of the purchase of liability insurance for Bodily Injury and Property Damage in the minimum sum of \$1,000,000 prior to the approval of the application. Such policy shall protect lessee from liability claims, but shall also name the Nutley Board of Education as "Additional Insured". In addition, the Lessee agrees to hold the Nutley Board of Education harmless from any and all accidents resulting out of the activities of the Lessee. The Nutley Board of Education assumes no responsibility for damage or theft of property of others left on school premises.
4. **Any youth sports team organization that is granted permission to use school facilities must provide the school district proof of an insurance policy against liability for any bodily injury in the amount of not less than \$50,000 per person per occurrence, insuring the youth sports team organization against liability**



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for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district's Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries, which will be provided to the adult representative of the requesting organization with the application to use school facilities.

For the purpose of this Policy, a "youth sports team organization" means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

E. Rules for the Use of School Facilities

1. Users of school facilities will be bound by the law.
 - a. Users must comply strictly with all applicable statutes; municipal ordinances; and rules of the Board of Health, Fire Department, and Police Department regarding public assemblies.
 - b. The use must not exceed the established capacity of the facility used.
 - c. The use must not involve gambling or games of chance.
 - d. The use, possession, and/or distribution of alcohol and/or controlled dangerous substances is absolutely prohibited, in accordance with law and Policy Nos. 5530 and 7435.
 - e. Smoking is prohibited in accordance with Policy No. 7434.
 - f. School facilities cannot be used for any purpose prohibited by law or likely to result in rioting, disturbance of the peace, damage to property or for the purpose of defaming others.
2. Users of school facilities will respect Board property.



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- a. The user will not damage, destroy, or deface school property. The facility **shall** ~~will~~ be used with care and left in an orderly and neat condition.
- b. The user must **request in the application and receive** ~~obtain the _____'s~~ permission to bring **and use** equipment, decorations, or materials to the school facility. No equipment, decorations, or materials may be nailed to floors, walls, windows, woodwork, curtains or fixtures or affixed to the same in any manner that defaces or damages school property **or grounds**.
- c. Any equipment, scenery, decorations, or other material brought to the school facility and any debris caused by the use or remaining after the use must be promptly removed by the user. Any such materials left on school premises **beyond the time period approved in the application** ~~more than _____ hours after the use~~ may be removed by the Board at the user's expense. The Board assumes no liability for damage to or loss of materials brought to school facilities.
- d. The user must **request in the application and receive** ~~obtain the _____'s~~ permission to use, move, or tune a district piano. A piano may be moved only by **school district staff or by** a competent and experienced commercial mover **approved by the Board** and at the expense of the user. Any piano that has been moved must be returned to its original placement with the same care and at the expense of the user.
- e. Users of the gymnasium must ensure that all participants wear rubber-soled footwear to prevent damage to floors.
- f. No school facility may be used for a purpose in conflict with the purpose for which the facility was designed.
- g. Lighting equipment, ventilation systems, and thermostatic controls may be operated only by an employee of the district.



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- h. The user must **request in the application and receive** ~~obtain the~~ _____'s permission to serve and consume food and/or beverages on school premises. The service and consumption of food and/or beverages is strictly limited to the area for which permission is granted. If food and/or beverages are served, the user must clean all utensils, equipment, serving dishes, and the like and restore the facility to its proper condition. The user may not consume food or beverages or use supplies purchased with public funds.
- i. No signs, posters, advertisements, or other displays may be placed in a school building without **prior** ~~the~~ approval of the _____.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without **prior** ~~the~~ approval of the _____.
- l. **An authorized school district staff member shall examine** ~~The~~ _____ ~~is responsible for examining~~ the **school facilities and/or grounds** ~~immediately~~ after the use and **will** ~~informing~~ the user of any loss or damage that must be corrected.
- m. Permission to use school facilities extends only to the facility requested. Users are not entitled to enter health offices, administrative offices, storage closets, or any other room to which permission to use has not been expressly granted. Users are not permitted to use district telephones, word processors, and office equipment. ~~Users may make use of public telephones.~~
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles **without prior permission.**



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3. Uses Must be Properly Supervised.
 - a. A school custodian must be on duty during the entire time a use occurs. The custodian is present for the purpose of insuring the security and proper functioning of the facility and of enforcing these regulations. The custodian is paid by the Board and may not accept gratuities from users. If the custodian is ~~directed by the _____~~ **needed** to perform extra services as an accommodation to the user, the user ~~may will~~ be charged an additional fee and the custodian will be compensated accordingly by the district.
 - b. The use of certain school facilities (such as kitchen and auditorium stage) require the services of school employees trained in the use of the facility. The user will be charged an additional fee and the school employee will be compensated accordingly by the district.

The use of the school district lighting and sound equipment must be operated by school personnel/students. The lessees required to pay the students directly at a rate of \$10/hour Monday through Friday and \$12/hr on Saturday and Sunday. All shows at the high school auditorium require ushers/ticket takers. The same rates as above apply.

- c. The user must assume full responsibility for the conduct of all participants in the use while they are in or about school buildings and grounds and must enforce these regulations. The user must provide an adequate number of persons to supervise participants in the activity. **The district, depending on the activity, may require as a condition of approval, a certain number of chaperones, law enforcement officials, and/or a school district representative(s) to be present at the activity.**
- d. The user must, in consultation with the Principal, anticipate the need for the assistance of police officers, fire fighters, and/or parking attendants. All such services must be arranged by the user and will be at the expense of the user.



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When a user refuses or fails to secure police, fire, and/or parking assistance after having been advised to do so by the Principal, the Principal may recommend that permission to use the facility be withdrawn.

- e. Board members and school officials are entitled to full and free access to any part of the school premises during any use. No user may exclude a Board member or school official from a school facility for any reason.

F. Fee Schedule

1. Class I users will not be charged a fee or costs for the use of schools, except that special charges for the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b will be billed.
2. Class II users will not be charged a facility fee, but will be charged
 - a. For the specific services of school employees rendered pursuant to paragraph E3a and paragraph E3b, if any, and
 - b. For service costs of the use as follows:

Custodial costs: \$67.50/hour inclusive of a half hour before the event and a minimum of one hour after the event.
3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b) and the attached facility fee for each use.
4. **An The _____ will prepare an itemized bill for the use of school facilities ~~will be prepared~~ based on the approved application form. The bill will be sent to the representative of the applicant organization at least _____ working days in advance of the use and is payable immediately ~~payment may be requested in advance of the use.~~**



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5. ~~Payment must be received by the _____ before the scheduled use. Permission will be withdrawn from any use that is not paid in advance, except as expressly exempted by the _____.~~
- G. Long Term Lease
1. Long Term lease agreements are subject to board approval and will be negotiated separately. The fees however shall be no less than the rates in the attached schedule.

Issued:



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7510 USE OF SCHOOL FACILITIES

The Board of Education believes ~~that~~ the school facilities of this district should be made available for community purposes, provided that such use does not interfere with the educational **and co-curricular** programs of the schools **district**. **For the purpose of this policy, “school facilities” also includes school grounds.**

The Board will permit the use of school facilities when such permission has been requested in writing and has been approved by the Business Administrator. ~~except that~~ **The Board reserves the right to withdraw permission after it has been granted in the event circumstances change requiring such school facilities or school grounds will be needed for a school district purpose or due to a school closing due to weather or other emergency.**

In weighing competing requests for the use of school facilities, the Board will give priority to the following uses, in the descending order given:

Number the following uses in the appropriate order

- 1 Uses and groups directly related to the schools and the operations of the schools, including pupil and teacher groups;
- 2 Uses and organizations indirectly related to the schools, including the P.T.A., **P.T.O., Home-School Association, and other school-parent related organizations;**
- 3 Departments and agencies of **the** municipal government;
~~Governmental agencies generally;~~
- 4 Community organizations formed for charitable, civic, social, or educational purposes;

Community political organizations;

Community church groups;
- 5 **Private groups and organizations;**

_____ (other).



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[Optional

~~The use of school facilities will not be granted for the advantage of any commercial or profit making organization, partisan political activity, or any private social function,.]~~

The use of school facilities will not be granted ~~or~~ for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. **Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed.** Users shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration. ~~All activities must terminate~~ by _____ p.m.

Use of school equipment in conjunction with the use of school facilities must be specifically requested in writing and may be granted in accordance with Policy No. 7520. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, ~~no~~ **certain** items of equipment may **only** be used ~~except~~ by a qualified operator **approved by the school district administration.**

The Board shall approve annually a schedule of fees for the use of school facilities based upon the following guidelines:

1. The use of school facilities for activities directly related to the educational program and district operations

Optional

[and use by _____ **(list organizations)**]

shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.

2. All other organizations or persons granted the use of school shall



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pay in advance the scheduled fee and the cost of any additional staff services ~~required by the use~~ will be billed after use.

The school district shall provide a copy of Policy and Regulation 2431.4 – Prevention and Treatment of Sports-Related Concussions and Head Injuries to all youth sports team organizations that operate on school grounds or in school facilities. In accordance with the provisions of N.J.S.A. 18A:40-41.5, the school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds if the youth sports team organization provides the school district proof of an insurance policy in the amount of not less than \$50,000 per person, per occurrence; insuring the youth sports team organization against liability for any bodily injury suffered by a person. The youth sports team organization must also provide a statement of compliance with the school district’s Policy and Regulation 2431.4 - Prevention and Treatment of Sports-Related Concussions and Head Injuries.

For the purpose of this Policy, a “youth sports team organization” means one or more sports teams organized pursuant to a nonprofit or similar charter or which are member teams in a league organized by or affiliated with a county or municipal recreation department.

The Superintendent shall develop regulations for the use of school facilities; such regulations shall be distributed to every user of the facilities and every applicant for the use of school facilities. Permission to use school facilities shall be granted only to persons and organizations that agree **to the terms of Policy and Regulation 7510, the requirements as outlined in the use of school facilities application, and in accordance with the terms outlined in the approval in writing to be bound by these regulations granted by the school district.**

N.J.S.A. 18A:20-20; 18A:20-34

Adopted:



