

RAHWAY BOARD OF EDUCATION
REGULAR MEETING AGENDA
RAHWAY 7th & 8th GRADE ACADEMY
TUESDAY, SEPTEMBER 19, 2023 - 6:00 P.M.

I. MEETING CALLED TO ORDER

II. SALUTE TO THE FLAG

III. ROLL CALL

Ms. Allen
Mr. Antisz
Mr. Garay
Mrs. Giacobbe
Ms. Moteiro
Mrs. Raysick
Mr. Toma
Mr. White
Mr. Robson

IV. EXECUTIVE SESSION:

Any discussion held by the Board which need not remain confidential will be made public as soon as practicable. Minutes of the private session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at the conclusion of the closed session.

V. RECONVENING ROLL CALL:

VI. STATEMENT ON OPEN PUBLIC MEETINGS ACT:

Public notice of this meeting, in compliance with the Open Public Meetings Act, was given by the Board Secretary on January 25, 2023, by sending notices to the Home News Tribune, The Union County LocalSource, TAP Into, the City Clerk of Rahway, the Rahway Public Library, and by posting the notices on the Bulletin Board outside the Board of Education office on the second floor of the 7th and 8th Grade Academy.

VII. ADDITIONS/DELETIONS:

Parette Somjen Architects (PSA) to present a Construction Projects update and timeline

VIII. REPORTS FROM LIAISONS & ASSIGNMENTS

Schools:

| | | | |
|--------------|---------------------|------------------|---------------|
| High School: | Ms. Allen/Mr. Garay | 7-8 Gr. Academy: | Mr. Toma |
| Cleveland: | Mr. White | Franklin: | Mrs. Giacobbe |
| Madison: | Mrs. Raysick | Roosevelt: | Mr. Antisz |
| ACE: | Ms. Allen/Mr. Garay | Preschool: | Ms. Moteiro |

Affirmative Action: Mrs. Raysick

City Council: Ms. Allen

State and County Boards:

Union County: Mr. Toma, Alt.: Mr. Robson
New Jersey: Mr. Robson, Alt.: Mr. Toma

Union County Educational Services Comm.: Ms. Moteiro
Great Schools NJ: Ms. Allen

IX. SUPERINTENDENT’S REPORT

1. SSDS Annual Report 2022-2023.
2. School HIB Self-Assessment Report 2022-2023.
3. Collaborative Federal Monitoring Report.

X. CORRESPONDENCE/COMMUNICATION

XI. PUBLIC COMMENTS (AGENDA ITEMS ONLY)

Note on public comment at BOE meetings: Board Policy #1120, adopted on December 20, 2016, provides for public participation in Board of Education meetings. Such participation is 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, address, and group affiliation, if applicable;
2. According to BOE policy, each statement made by a participant shall be limited to three minutes duration. If necessary, the presiding officer may extend the limit to five minutes;
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 statements, questions, or inquiries shall be directed to the presiding officer and any

- questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;
5. The Board will not receive printed materials from the public during public meetings. The public may submit printed materials by addressing them to the Board Secretary, Rahway Board of Education, PO Box 1024, Rahway, NJ 07065;
 6. Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern. The public comment period is an opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a “cross examination” between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

XII. MINUTES

Motion to approve of the following minutes:

XIII. COMMUNITY RELATIONS

Chair – Najah Allen

Members – Carlos Garay, Timothy Antisz, Alt.: Joseph Toma

XIV. PERSONNEL

Chair – Shanna Raysick

Members – Najah Allen, Laura Giacobbe, Alt.: Sean White

The Superintendent recommends:

1. Motion to approve the following Retirement Resolution:

WHEREAS, it is fitting that the Rahway Board of Education recognize on the occasion of their retirement, individuals who have dedicated their careers to serving the students of the Rahway Public School District; and

WHEREAS, **Kevin Robinson**, an educator who having served 12 years with the Rahway Public School District as a program supervisor, will enter into a well-deserved retirement on September 1, 2023;

NOW THEREFORE, BE IT RESOLVED, that the Rahway Board of Education expresses its sincere appreciation and heartfelt thanks to **Kevin Robinson** for service to the Board, the students, and the staff of the Rahway community, and

BE IT FURTHER RESOLVED, that the Board extends its best wishes to **Kevin Robinson**, for a long, happy, and fulfilling retirement, and

BE IT FURTHER RESOLVED that this Resolution be printed in the official Board minutes of the Public Meeting of the Rahway Board of Education held on September 19, 2023, and a copy be presented to **Kevin Robinson** as a token of our esteem.

LEAVES OF ABSENCE:

2. Motion to approve a paid leave of absence in accordance with sick leave law for the Employee #5116, St. Thomas Preschool, from September 1 through September 22, 2023.
3. Motion to approve a paid leave of absence in accordance with sick leave law for the Employee #4139, Roosevelt School, from September 1 through November 1, 2023.
4. Motion to approve a maternity leave of absence for Employee #6169, Academy, for the approximate period October 31, 2023 through January 31, 2024; employee entitled to use accumulated sick leave as per law during the disability period as defined by the attending physician; any period of unpaid leave will be in accordance with NJFLA.
5. Motion to place Employee #5171 on paid administrative leave, pending investigation.
6. Motion to approve a paid leave of absence in accordance with sick leave law for Employee #4017, Academy, for the period September 15 through October 15, 2023.

APPOINTMENTS:

7. Motion to appoint _____ as a Confidential Secretary, Human Resources, effective _____ or sooner, for the 2023-2024 school year, at the annual salary of \$ _____, prorated, pending the successful completion of pre-employment requirements. (New position)
8. Motion to appoint Mirtha Ross-Morrey as a Part-time Paraprofessional assigned to Madison School, Special Education, effective October 31, 2023, or sooner, for the 2023-2024 school year, Step 1 of the Associate's Degree Paraprofessional Salary Guide, 5.75 hours per day at the hourly rate of \$16.91, pending the successful completion of pre-employment requirements. (Replaces T. Jenkins).

OTHER PERSONNEL:

9. Motion to add the following names to the 2023-2024 Substitute Teacher List pending the successful completion of pre-employment requirements:

Jennifer Rachinsky

Assyria Davis

Jessica Perkins

10. Motion to rescind the appointment of Julie Koft to the High School's Extra Service position of Science National Honor Society Advisor.

11. Motion to appoint the following High School staff to Extra Service positions during the 2023-2024 school year:

| | | |
|--------------|---|--------|
| Rima Patel | Science National Honor Society Co-Advisor | \$439. |
| Laura Vitale | Science National Honor Society Co-Advisor | \$439. |

12. Motion to approve the following staff to serve as bus monitors for the 2023-2024 school year as needed; hourly rate in accordance with the negotiated Agreement:

Genea Sampson, Paraprofessional
Brenda Cummings, Paraprofessional
Lashelle Bunion, Teacher

XV. EDUCATION/CURRICULUM

Chair – Joseph Toma

Members –Shanna Raysick, Najah Allen, Alt.: Jennifer Moteiro

The Superintendent recommends:

1. Motion to approve the following fundraiser activities, no door-to-door selling:

Academy

Yearbook Club Boogram Fundraiser from October 16, 2023 through October 27, 2023. Proceeds to be used towards yearbook costs.

Yearbook Club/8th Grade Candy Brochure Sales Fundraisers in the fall of 2023, October 1, 2023 through November 13, 2023, and spring of 2024, dates to be determined. Proceeds to be used towards yearbook costs and the 8th grade trip.

Franklin

PTA Hispanic Heritage Night Snack Sales on September 29, 2023 and October 12, 2023. Proceeds to be used towards student activities.

Roosevelt

PBSIS Field Day Scented Pens, Pencils, Stickers, etc. Sale Fundraiser from October 1, 2023 through June 1, 2024. Proceeds to be used towards end of year field day at Roosevelt School.

High School

Robotics to receipt a percentage of the receipts for Dine to Donate at Panera's on Oct. 24, 2023; proceeds to be used for competition expenses.

2. Motion to approve submission of the 2022-2023 HIB Grades Assessment.
3. Motion to terminate the placement of Special Education student #15913 at Honor Ridge Academy, effective immediately for the 2023-24 school year.

4. Motion to terminate the placement of Special Education student #14363 at Essex Valley School, effective immediately for the 2023-24 school year.
5. Motion to approve submission of the New Jersey Learning Acceleration Program – High Impact Tutoring Competitive Grant.
6. Motion to adopt the following Curriculums:

| |
|---------------------------|
| CHEMISTRY, HONORS |
| DIGITAL LITERACY, GRADE 7 |
| DIGITAL LITERACY, GRADE 8 |
| COMPUTER SCIENCE I |
| DANCE 3-5 |
| DANCE 6 |
| DANCE K-2 |
| ENGLISH I HONORS |
| ENGLISH II HONORS |
| ENGLISH III HONORS |
| ENGLISH IV HONORS |
| ENTREPRENEURSHIP |
| ENVIRONMENTAL SCIENCE |
| ESL I HIGH SCHOOL |
| ESL II HIGH SCHOOL |
| ESL III HIGH SCHOOL |
| LIFE SKILLS ENGLISH |
| MATH 1 |
| MATH 2 |
| MATH 3 |
| MATH 4 |
| MATH 5 |
| MATH 6 |
| MATH K |
| SCIENCE K |
| SCIENCE 1 |
| SCIENCE 2 |
| SCIENCE 3 |
| SCIENCE 4 |
| SCIENCE 5 |
| SPEECH/BROADCASTING |
| STEM 7 |
| STEM 8 |
| I/HONORS, WORLD LANGUAGE |

| |
|----------------------------|
| II/HONORS, WORLD LANGUAGE |
| III/HONORS, WORLD LANGUAGE |

XVI. POLICY

Chair – Sean White

Members –Joseph Toma, Jennifer Moteiro, Alt.: Shanna Raysick

The Superintendent recommends:

1. Motion to adopt on Second Reading the following Policies, as attached.

Policy 3231, Outside Employment as a Coach

Policy 4413, Overtime Compensation

2. Motion to approve First Reading revisions to the Organizational Chart, as attached.

XVII. FINANCE/FACILITIES

Chair – Timothy Antisz

Members –Sean White, Carlos Garay, Alt.: Laura Giacobbe

The Superintendent recommends:

1. Motion to approve the following Bills List disbursements through September 19, 2023 as indicated:

| OPERATING ACCOUNTS | SEPTEMBER 19, 2023 |
|----------------------------|-----------------------|
| General Fund - 10 | \$1,536,935.43 |
| Special Revenue Fund - 20 | \$366,343.50 |
| Capital Projects Fund - 30 | \$30,690.50 |
| Debt Service Fund - 40 | |
| Food Services Fund - 60 | \$20,886.91 |
| Trust & Agency Fund - 90 | \$1,128,530.78 |
| Grand Total | \$3,083,387.12 |

2. Motion to approve an inter-fund to pay \$137,148.37 from the General Operating Fund to the Cafeteria Fund to cover all negative and past-due Student Cafeteria Balances incurred during the 2022-2023 school year.

3. Motion to approve payment #08 (Final) for Spartan Construction, Inc. in the amount of \$26,649.58 for the Masonry & Lintel Replacements at Franklin Elementary School and Roosevelt Elementary School.
4. Motion to approve Change Order #07 for AVCO Construction, Inc. for additional work to supply and install HW Isolation Valves for (27) classrooms at Roosevelt Elementary School. The additional work increases the Contract Amount \$7,320.66 for the Unit Ventilator Replacement Project at Roosevelt Elementary School.
5. Motion to approve Change Order #08 for AVCO Construction, Inc. for additional work for the removal & replacement of the Existing Motor Starter and Disconnect Switch for EF-1. The additional work increases the Contract Amount \$2,942.78 for the Unit Ventilator Replacement Project at Roosevelt Elementary School.
6. Motion to approve a related services agreement with Christa Shinnars, MSPT, to provide physical therapy services for individual student (#5878) at an hourly rate of \$110.00 per hour for the 2023-2024 school year, pending successful completion of pre-employment requirements.
7. Motion to approve the following staff professional development during the 2023-2024 school year:

| Staff | Location of Workshop/Conference | Title of Workshop/Conference | Date(s) | Workshop Fee | Travel |
|------------------|--|---|-----------------------|---------------------|---------------|
| Lauren Battiato | New Brunswick, NJ | Rutgers Literacy Series | 10/26/23 | \$180 | 0 |
| Adriana Mosca | New Brunswick, NJ | Rutgers Literacy Series | 10/26/23 | \$180 | 0 |
| Adriana Mosca | New Brunswick, NJ | Rutgers Literacy Series | 12/06/23 | \$180 | 0 |
| Adriana Mosca | New Brunswick, NJ | Rutgers Literacy Series | 02/07/24 | \$180 | 0 |
| Adriana Mosca | New Brunswick, NJ | Rutgers Literacy Series | 04/17/24 | \$180 | 0 |
| Adriana Mosca | New Brunswick, NJ | Rutgers Literacy Series | 05/23/24 | \$180 | 0 |
| Michele Anastos | New Brunswick, NJ | Rutgers Literacy Series | 10/26/23 | \$180 | 0 |
| Michele Anastos | New Brunswick, NJ | Rutgers Literacy Series | 12/06/23 | \$180 | 0 |
| Michele Anastos | New Brunswick, NJ | Rutgers Literacy Series | 02/07/24 | \$180 | 0 |
| Michele Anastos | New Brunswick, NJ | Rutgers Literacy Series | 04/17/24 | \$180 | 0 |
| Michele Anastos | New Brunswick, NJ | Rutgers Literacy Series | 05/23/24 | \$180 | 0 |
| Sara Obergfell | Virtual | Catching Up Students who have Fallen behind in Math | 11/08/23 | \$279 | 0 |
| Sara Obergfell | Virtual | Strengthen Student Learning in Block Schedule Classes | 10/25/23 | \$279 | 0 |
| Maureen Dalessio | Virtual | Instructional Coaches Conference: Maximize your Impact 2023 | 11/15/2023-11/16/2023 | \$545 | 0 |
| Adriana Mosca | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$215 | 0 |
| Ashley Gray | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$215 | 0 |
| Lauren Paporozzi | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$215 | 0 |
| Doris Jones | New Brunswick, NJ | Middle/High School Restorative Justice | 10/23/23 | \$0 | 0 |
| Doris Jones | New Brunswick, NJ | Middle/High School Restorative Justice | 11/09/23 | \$0 | 0 |

| | | | | | |
|---------------------|--------------------|---|---|---------|---|
| Doris Jones | Virtual | Raise the Bar: Positive Interventions for Students who Challenge Us | Ongoing | \$499 | 0 |
| Melissa Pace | New Brunswick, NJ | Rutgers Literacy Series | 10/26/23 | \$180 | 0 |
| Kim Hall | Virtual | Gender Identity and Transgender Student Issues | 10/17/23 | \$150 | 0 |
| Monica Moreno | Virtual, In Person | PIRS Practice Seminar | 10/3,10,17/23, 11/1, 14/23, 11/21,28/23, 12/5/23, 12/12/23, 12/19/23, 1/9/24, 1/16/24, 1/22/24, 1/23/24, 2/6/24, 2/13/24, 2/27/24, 3/5/24, 3/12/24, 3/14,24, 4/23/24, 5/21/24 | \$1,100 | 0 |
| Stephanie Holobinko | Edison, NJ | Conference: State of the Art Literacy Instruction | 10/03/23 | \$180 | 0 |
| Dawn Sheedy | Edison, NJ | Conference: State of the Art Literacy Instruction | 10/03/23 | \$180 | 0 |
| Lauren Paporozzi | Edison, NJ | Conference: State of the Art Literacy Instruction | 10/03/23 | \$180 | 0 |
| Tiffany Varriello | Virtual | Foundations Level 3 | 10/06/23 | \$320 | 0 |
| Toni Robertelli | Chicago, IL | Planning High School Mathematics Reform | 3/14/24-3/15/24 | \$299 | 0 |
| Anna Winters | Chicago, IL | Planning High School Mathematics Reform | 3/14/24-3/15/24 | \$299 | 0 |
| Carly Romeo | New Brunswick, NJ | Middle/High School Restorative Justice | 10/23/23 | \$0 | 0 |
| Sonia Saadeh | New Brunswick, NJ | Middle/High School Restorative Justice | 10/23/23 | \$0 | 0 |
| Allison Purcell | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$215 | 0 |
| Jasmine Akauola | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Cary Fields | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Estefania Rios | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Joseph Mudrak | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Jeffrey Kurczeski | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Edwina Suarez | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Angelina Diaz | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Cristina Soto-Baez | Kean University | NJALAS Inaugural Conference | 09/29/23 | \$149 | 0 |
| Lauren Reeves | New Brunswick, NJ | Restorative Justice | 10/17/23 | \$0 | 0 |

| | | | | | |
|----------------|-------------------|-----------------------|----------|-------|---|
| Lauren Reeves | New Brunswick, NJ | Restorative Justice | 11/01/23 | \$0 | 0 |
| Ardina Ali | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$245 | 0 |
| Babbita Kisson | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$245 | 0 |
| Jenna Signore | Lincroft, NJ | AMTNJ Fall Conference | 10/20/23 | \$245 | 0 |

XVIII. PUBLIC COMMENTS

Note on public comment at BOE meetings: Board Policy #1120, adopted on December 20, 2016, provides for public participation in Board of Education meetings. Such participation is 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, address, and group affiliation, if applicable;
2. According to BOE policy, each statement made by a participant shall be limited to three minutes' duration. If necessary, the presiding officer may extend the limit to five minutes;
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 statements, questions, or inquiries shall be directed to the presiding officer and any questions or inquiries directed by a participant to another Board member shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board;
5. The Board will not receive printed materials from the public during public meetings. The public may submit printed materials by addressing them to the Board Secretary, Rahway Board of Education, PO Box 1024, Rahway, NJ 07065;
6. Public participation at board meetings is intended to allow individual members of the public to address the Board on issues of public concern. The public comment period is an opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a "cross examination" between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

XIX. GENERAL BOARD MEMBER COMMENTS

XX. BOARD MEETING DATES

Caucus Meeting: Tuesday, October 3, 2023 6:00 p.m. Executive, 7:00 p.m. Public Session
 Regular Meeting: Tuesday, October 17, 2023 6:00 p.m. Executive, 7:00 p.m. Public Session

XXI. ADJOURNMENT

Motion to adjourn the meeting.

RAHWAY BOARD OF EDUCATION
SEPTEMBER 19, 2023, REGULAR MEETING
ADDENDUM

COMMUNITY RELATIONS:

1. Union County Board of County Commissioners and the Dept. of Human Services Presents: Union County Drop-In Centers for grades 6-12, from September-December 2023. Located at Rahway Recreation Center, every Wednesday and every 3rd Friday. Parents must register their child(ren) at ucnj.org/youth. Activities include: homework assistance, tutoring, leadership activities, on-site and virtual therapy, snacks and recreational activities.
2. City of Rahway, Ebenezer, RWJ, Rutgers Cancer Institute presents: Get Your Health Game On! September 30th, 10am-1pm, at the JFK Center. Men 18 and over will have answers to all health questions and receive free health screenings. There will be games, prizes and giveaways.

PERSONNEL:

13. Motion to appoint Herica Favarato as a Confidential Secretary, Human Resources, effective October 19 or sooner, for the 2023-2024 school year, at the annual salary of \$66,000, prorated, pending the successful completion of pre-employment requirements. (New position)
14. Motion to approve the job description for Transportation Specialist.
15. Motion to authorize all REA non-certified staff members to assist parents in completing lunch applications during the 2023-2024 school year; compensation in accordance with the negotiated agreement.
16. Motion to terminate Employee #5171 effective _____.
17. Motion to appoint the following teachers using Title I Funds to the Extra Service Position of Rutgers Change Program during the 23-24 school year, planning for and implementing activities that engage participants in engineering challenges and information related to different types of engineering and careers in engineering, up to 40 hours per teacher at the negotiated hourly rate:

Anjanette Highsmith
Olivia Silva
Mary Margel

EDUCATION/CURRICULUM:

7. Motion to enter into an agreement with Educational Development Software to purchase the anti-bullying program HIBster, for an annual subscription rate of \$5,000.00, to be used by appropriate anti-bullying specialists and building administrators to enhance and streamline bullying practices and documentation in accordance with NJ administrative code.

POLICY:

3. Motion to approve the First Reading revisions to the following Policies, as attached:
 1. Policy 7510 Usage of School Facilities
 2. Regulation 7510 Usage of School Facilities
 3. Policy 7520 Loan of School Equipment
 4. Regulation 2431.4- Prevention and Treatment of Sports-Related Concussions and Head Injuries
 5. Policy 2431.4- Prevention and Treatment of Sports-Related Concussions and Head Injuries
 6. Policy 7434 Smoking on School Buildings and on School Grounds
 7. 7435 Alcoholic Beverages on School Premises

FINANCE/FACILITIES:

8. Motion to approve a request for late liquidation of the Esser-2 grant funds due to supply chain issues hampering the delivery of required electrical components to complete the job on a timely basis. It is estimated that \$129,000 will be liquidated after the September 30, 2023 deadline for the Esser-2 grant funds.
9. Motion to certify the Collaborative Federal Monitoring (CFM) Report findings for the 22/23 & 23/24 school years were discussed in a public board meeting and to approve the submission of the Corrective Action Plan (CAP) to address the issues raised in the findings.

RAHWAY PUBLIC SCHOOLS



REFERENDUM & ESSER PROJECTS

AGENDA

- REFERENDUM
 - By Bid Package
 - Completed Work
 - In Construction
 - Future
- ESSER PROJECTS



CONSTRUCTION TIMELINE OF PROJECTS

| BID PACKAGE | 2022 | | | | 2023 | | | | 2024 | | | | |
|---------------------------------|------|----|----|----|------|----|----|----|------|----|----|----|---|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | |
| Package #1 Roof Replacement | ■ | ■ | ■ | ■ | | * | | | | | | | |
| Package #2 Masonry Repairs | | ■ | ■ | ■ | | * | | | | | | | |
| Package #3 PA & Clocks Upgrades | | | ■ | ■ | ■ | ■ | ■ | * | | | | | |
| Package #4A Electrical Upgrades | | | | ■ | ■ | ■ | ■ | ■ | * | | | | |
| Package #4B Electrical Upgrades | | | | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | ■ | * |
| Package #5 Site Improvements | | | ■ | ■ | ■ | | | * | | | | | |

| PHASE | COLOR |
|-------------------|-------|
| Bid Award | ■ |
| Procurement Phase | ■ |
| Construction | ■ |

*Anticipated Substantial Completion Date



CONSTRUCTION TIMELINE OF PROJECTS

| BID PACKAGE | 2022 | | | | 2023 | | | | 2024 | | | |
|---|------|----|----|----|------|----|----|----|------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Package #6 Windows & Doors (RES, FES) | | | | | | | | * | | | | |
| Package #7 Elevator Addition | | | | | | | | | * | | | |
| Package #8 Security Vestibule Addition & Façade Replacement | | | | | | | | * | | | | |
| Package #9 Windows & Doors (GCES, MES, RHS) | | | | | | | | | | | | * |
| Package #10 Site, Masonry, Greenhouse, & Vestibule | | | | | | | | * | | | | |

| PHASE | COLOR |
|-------------------|-------|
| Bid Award | |
| Procurement Phase | |
| Construction | |

*Anticipated Substantial Completion Date



PRE-CONSTRUCTION TIMELINE OF PROJECTS

| BID PACKAGE | 2022 | | | | 2023 | | | | 2024 | | | |
|---------------------------|------|----|----|----|------|----|----|----|------|----|----|----|
| | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| Package #11 Site Drainage | | | | | | | | | | | | |

| PHASE | COLOR |
|--|-------|
| Existing Conditions / Schematic Design | |
| Design Development | |
| Construction Documents | |
| Bid Award (Anticipated) | |





COMPLETED WORK

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BID PACKAGE #1 – ROOF REPLACEMENT

FRANKLINES, MADISON ES, ROOSEVELT ES, RAHWAY HS

- **ADVANTAGES**

- Awarded under budget to Pravco, Inc.
- Weathertight: 8/30/2022
- Warranties start date: 09-06-2023
- District was able to pursue Alternate
- Currently in Project Closeout

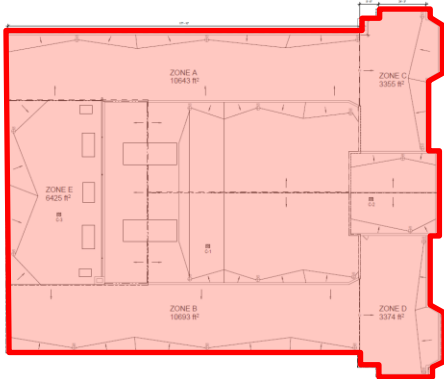
- **CHALLENGES**

- Lead time on materials
- Coordination with different general contractors on site
- Storage of materials

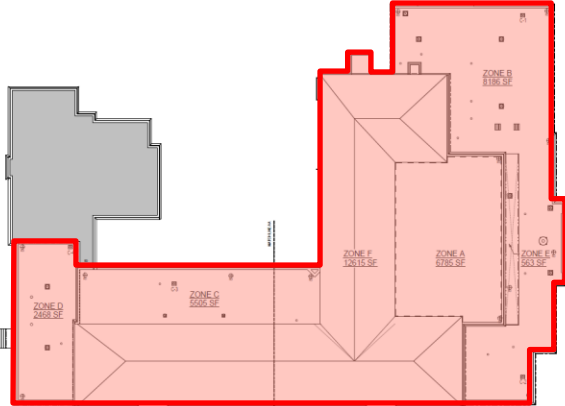


BID PACKAGE #1 – ROOF REPLACEMENT

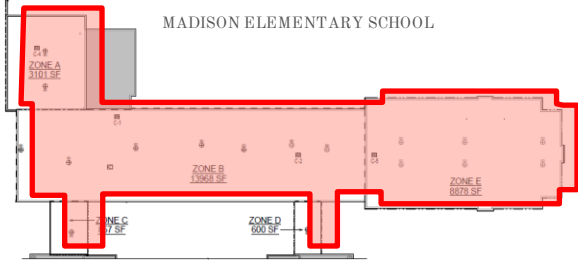
FRANKLIN ES, MADISON ES, ROOSEVELT ES, RAHWAY HS



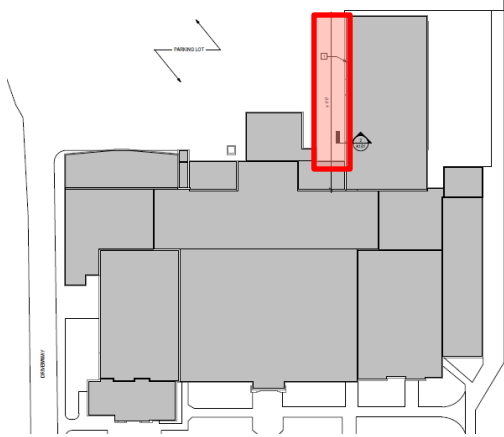
FRANKLIN ELEMENTARY SCHOOL



MADISON ELEMENTARY SCHOOL



ROOSEVELT ELEMENTARY SCHOOL



RAHWAY HIGH SCHOOL



BID PACKAGE #1 – ROOF REPLACEMENT

FRANKLIN ES, MADISON ES, ROOSEVELT ES, RAHWAY HS



FRANKLIN ELEMENTARY SCHOOL



ROOSEVELT ELEMENTARY SCHOOL



MADISON ELEMENTARY SCHOOL



RAHWAY HIGH SCHOOL



BID PACKAGE #2 – MASONRY REPAIRS

FRANKLINES, ROOSEVELT ES

- **ADVANTAGES**

- Awarded under budget to Spartan Construction
- District was able to pursue Alternate
- Substantial Completion: 12/28/2022
- Project Closed

- **CHALLENGES**

- Lead time on materials
- Coordination with different general contractors on site



BID PACKAGE #2 – MASONRY REPAIRS

FRANKLINES



BID PACKAGE #2 – MASONRY REPAIRS

ROOSEVELT ES



BID PACKAGE #3 – PA & CLOCK UPGRADES

*ACADEMY, FRANKLINES, GROVER CLEVELANDES, MADISON ES,
ROOSEVELT ES, RAHWAY HS*

- **ADVANTAGES**

- Awarded under budget to OSI
- Substantial Completion: 8/10/23
- Was able to use additional allowance funding for panic button tie-in, additional strobes, master stations and more.
- Currently in Project Closeout

- **CHALLENGES**

- Lead time on materials
- District Server Upgrades



BID PACKAGE #3 – PA & CLOCK UPGRADES

*ACADEMY, FRANKLINES, GROVER CLEVELAND ES, MADISON ES,
ROOSEVELT ES, RAHWAY HS*



BID PACKAGE #5 – SITE IMPROVEMENTS

FRANKLINES, ROOSEVELT ES

- **ADVANTAGES**

- District was able to pursue Alternates
- Able to include repair to stairwell damage from Hurricane Ida
- Currently in Project Closeout

- **CHALLENGES**

- Awarded over budget to Tekcon Construction
- Coordination with Department of Transportation and approvals
- Lack of manpower from general contractor on site
- Deteriorated Lintel at Boiler Room



BID PACKAGE #5 – SITE IMPROVEMENTS

ROOSEVELT ES



BID PACKAGE #5 – SITE IMPROVEMENTS

FRANKLINES





IN CONSTRUCTION

BID PACKAGE #4A & 4B – ELECTRICAL UPGRADES

*ACADEMY, FRANKLINES, GROVER CLEVELANDES, MADISON ES,
ROOSEVELT ES*

- **ADVANTAGES**

- Awarded under budget to TSUJ
- Completed schools, waiting for electrical equipment: Academy, FES & RES

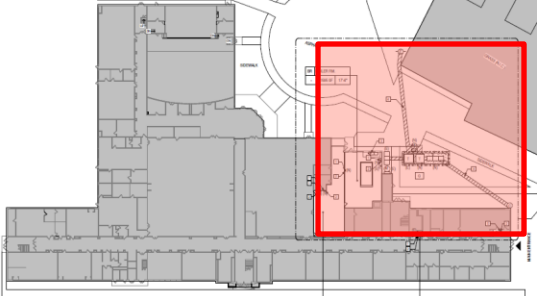
- **CHALLENGES**

- Lead time on materials
- Coordination with PSE&G
- Coordination with Electrical Subcode Official
- Water line replacement at Madison

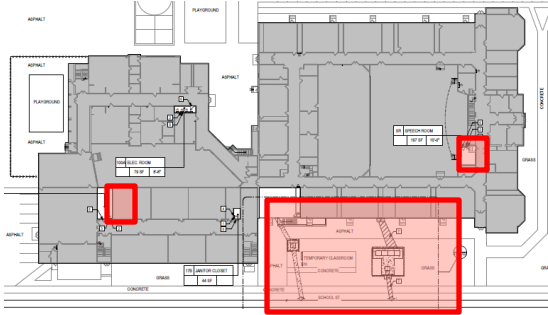


BID PACKAGE #4A & 4B – ELECTRICAL UPGRADES

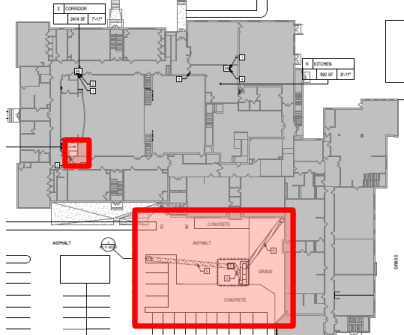
ACADEMY, FRANKLINES, GROVER CLEVELAND ES, MADISON ES, ROOSEVELT ES



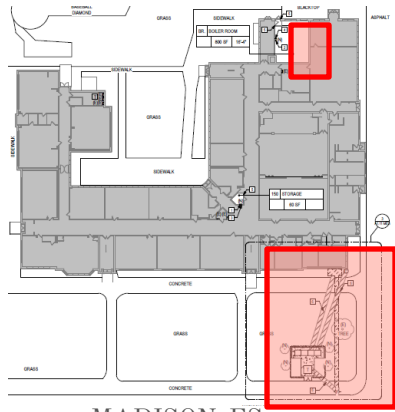
RAHWAY ACADEMY



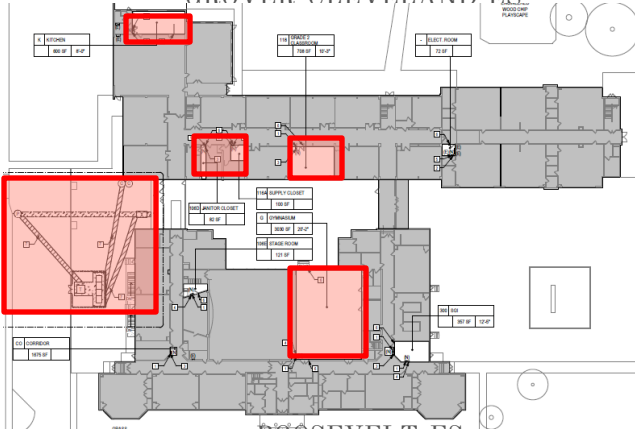
FRANKLIN ES



GROVER CLEVELAND ES



MADISON ES



ROOSEVELT ES



BID PACKAGE #4A & 4B – ELECTRICAL UPGRADES

ACADEMY, FRANKLINES, GROVER CLEVELAND ES, MADISON ES, ROOSEVELT ES



ACADEMY



ROOSEVELT ES



BID PACKAGE #6 – WINDOWS & DOORS UPGRADES

FRANKLINES, ROOSEVELT ES

- ADVANTAGES

- Awarded under budget to Panoramic
- District was able to pursue Alternate-additional doors
- Preliminary punchlist has been issued

- CHALLENGES

- Lead time on materials
- Customizations to match district existing windows
- Storage of materials
- Field operations commence in March 2023



BID PACKAGE #6 – WINDOWS & DOORS UPGRADES

FRANKLIN ES, ROOSEVELT ES



BID PACKAGE #7 – ELEVATOR & STORAGE ADDITION

MADISONES

- **ADVANTAGES**

- District was able to pursue Alternates – site work
- Construction commencement was able to be moved from end of June to mid May
- District was able to include additional work in the faculty lounge

- **CHALLENGES**

- Awarded over budget to Mark Construction
- Coordination of school activities
- Additional abatement was required
- Coordination for temporary electrical services



BID PACKAGE #7 – ELEVATOR & STORAGE ADDITION

MADISONES



BID PACKAGE #8 – SECURITY VESTIBULE ADDITION & FAÇADE REPLACEMENT

- ADVANTAGES

- Amount of projects being bid together
- District had opportunity to be engaged in design process
- District was able to include floor abatement and replacement in the 2nd floor admin offices
- Curtain wall, windows, exterior doors are substantially completed
- Anticipated Substantial Completion: February 2024

- CHALLENGES

- Awarded over budget
- Increase in materials and scope
- Phasing
- Project timeline



BID PACKAGE #8 – SECURITY VESTIBULE ADDITION & FAÇADE REPLACEMENT



BID PACKAGE #8 – SECURITY VESTIBULE ADDITION & FAÇADE REPLACEMENT



BID PACKAGE #9 – WINDOWS & DOORS

MADISONES, GROVER CLEVELANDES, RAHWAY HS

- ADVANTAGES

- Earlier Bid Date: June 8th 2023
- Construction commencement: Summer 2024
- Awarded under budget to APS Contracting

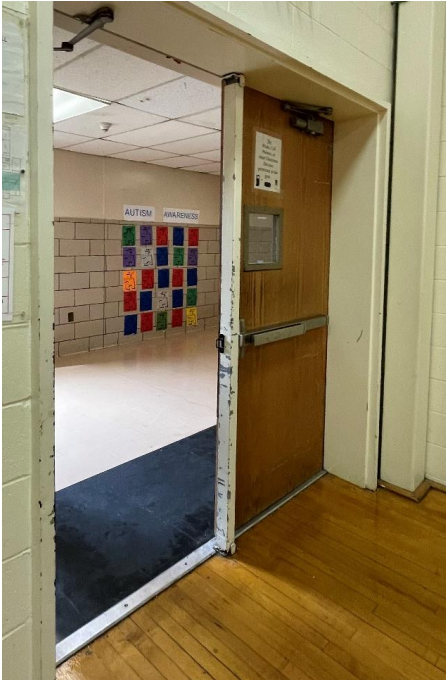
- CHALLENGES

- None to date



BID PACKAGE #9 – WINDOWS & DOORS

MADISONES, GROVER CLEVELANDES, RAHWAY HS



BID PACKAGE #10 – SITE, MASONRY, GREENHOUSE

MADISONES, GROVER CLEVELANDES, RAHWAY HS

- **ADVANTAGES**

- Awarded under budget to The Bennett Company

- **CHALLENGES**

- Coordination with District for Summer program
- Project Timeline
- Challenging Contractor



BID PACKAGE #10 – SITE, MASONRY, GREENHOUSE

MADISONES, GROVER CLEVELANDES, RAHWAY HS





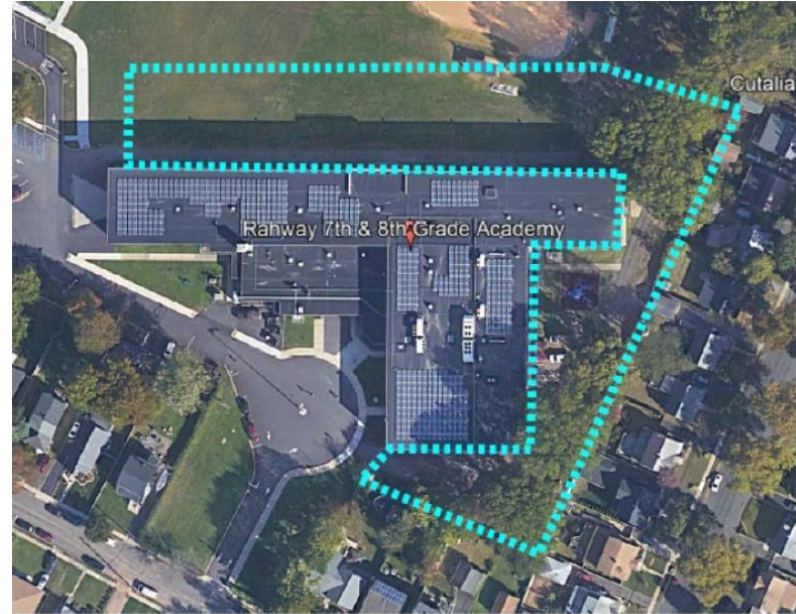
FUTURE PROJECTS

BID PACKAGE #11 – SITE DRAINAGE

ACADEMY

- ADVANTAGES
 - Due diligence to remediate water flow issue
 - Anticipated Bid Date: November 2023
 - Construction commencement: Summer 2024

- CHALLENGES
 - Coordination with Façade Replacement (Bid Package #8)



Project Location





ESSER PROJECTS

ESSER PROJECTS

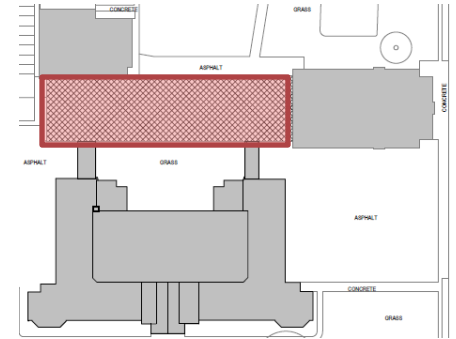
ROOSEVELT ES – HVAC REPLACEMENT

• ADVANTAGES

- Included cooling equipment which was not in the original scope
- Unit ventilator work is complete
- Preliminary punchlist was completed
- UV installation in start-up

• CHALLENGES

- Awarded over budget to AVCO Construction
- AC condenser unit will not be running until Summer 2024 due to electrical upgrade



ESSER PROJECTS

ROOSEVELT ES – HVAC REPLACEMENT





QUESTIONS?



Student Safety Data System

Tuesday, September 19, 2023

Annual Report 2022-2023

- By law, all N.J. public school districts (including charter schools) must use the Student Safety Data System (SSDS) to report all incidents of violence, vandalism, weapons, substance abuse, and HIB incidents that occur in their schools.
- SSDS has replaced the Electronic Violence and Vandalism Reporting System (EVRVS).
- SSDS has replaced the Harassment, Intimidation, Bullying - Investigations Trainings and Programs system.



Incidents Total Include: ○ Violence ○ Vandalism ○ Substances ○ Weapons ○
HIB Confirmed/Alleged

Violence Includes: ○ Assault ○ Fight ○ Kidnapping ○ Robbery/Extortion ○
Sexual Assault/Contact ○ Threat Simple/Criminal

Vandalism Includes: ○ Arson ○ Computer Trespass ○ Damage to Property
○ False Public Alarm, ○ Theft/Trespass



Comparison Report 1 (Sept-Dec) 2021-22 & 2022-2023

| Incident Category | 2021-2022 | 2022-2023 | Difference +/- Prior Year |
|-------------------|-----------|-----------|---------------------------|
| Violence | 10 | 9 | -1 |
| Vandalism | 1 | 4 | +3 |
| Substances | 15 | 24 | +9 |
| Weapons | 4 | 7 | +3 |
| HIB Alleged | 11 | 25 | +14 |
| HIB Confirmed | 7 | 9 | +2 |
| Other incidents | 51 | 46 | -5 |

Comparison Report 2 (Jan-June) 2021-22 & 2022-2023

| Incident Category | 2021-2022 | 2022-2023 | Difference +/- Prior Year |
|-------------------|-----------|-----------|---------------------------|
| Violence | 21 | 32 | +11 |
| Vandalism | 2 | 8 | +6 |
| Substances | 29 | 15 | -14 |
| Weapons | 9 | 7 | -2 |
| HIB Alleged | 18 | 26 | +8 |
| HIB Confirmed | 7 | 18 | +11 |
| Other incidents | 106 | 118 | +12 |

Annual Comparison Report 2021-22 & 2022-2023

| Incident Category | 2021-2022 | 2022-2023 | Difference +/- Prior Year |
|-------------------|-----------|-----------|---------------------------|
| Violence | 31 | 41 | +10 |
| Vandalism | 3 | 12 | +9 |
| Substances | 44 | 39 | -5 |
| Weapons | 13 | 14 | +1 |
| HIB Alleged | 29 | 51 | +22 |
| HIB Confirmed | 14 | 27 | +13 |
| Other incidents | 157 | 164 | +7 |

Annual Incidents Reported by School 2021-2022

| School | Incident Total | Violances | Vandalism | Substances | Weapons (ex. Taser) | HIB Confirmed | Other Incidents Leading to Removal | HIB Alleged |
|------------------------------------|----------------|-----------|-----------|------------|------------------------|------------------|--|----------------|
| Rahway High School | 66 | 13 | 2 | 42 | 8 | 4 | 94 | 9 |
| Rahway 7th/8th Grade Academy | 29 | 13 | 1 | 2 | 5 | 8 | 46 | 9 |
| Franklin Elementary School | 3 | 3 | 0 | 0 | 0 | 0 | 4 | 2 |
| Grover Cleveland Elementary School | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Madison Elementary School | 1 | 1 | 0 | 0 | 0 | 0 | 6 | 1 |
| Roosevelt Elementary School | 2 | 1 | 0 | 0 | 0 | 1 | 7 | 7 |
| Total | 102 | 31 | 3 | 44 | 13 | 14 | 157 | 29 |

Annual Incidents Reported by School 2022-2023

| School | Incident Total | Violances | Vandalism | Substances | Weapons (ex. Taser) | HIB Confirmed | Other Incidents Leading to Removal | HIB Alleged |
|---|-----------------------|------------------|------------------|-------------------|--------------------------------|--------------------------|---|------------------------|
| Rahway High School | 54 | 15 | 4 | 29 | 3 | 5 | 75 | 12 |
| Rahway 7th/8th Grade Academy | 52 | 23 | 3 | 10 | 9 | 11 | 67 | 24 |
| Franklin Elementary School | 7 | 3 | 3 | 0 | 0 | 1 | 5 | 0 |
| Grover Cleveland Elementary School | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 |
| Madison Elementary School | 3 | 0 | 0 | 0 | 1 | 2 | 17 | 1 |
| Roosevelt Elementary School | 9 | 0 | 2 | 0 | 1 | 7 | 0 | 14 |
| Total | 126 | 41 | 12 | 39 | 14 | 27 | 164 | 51 |

Data Trends


- An increase in substance abuse (vaping) and alleged HIB from 2021-2022 to 2022-2023
- An increase in HIB confirmed (cyber-bullying)

Trainings and Recommendations

Trainings

- Administrators and school counselors received HIB training from our district HIB coordinator
- HIB coordinator visited all schools to present the HIB policy to students
- Anti-vaping presentations at RHS and RA
 - Dangers of vaping
 - Short and long term effects

Recommendations

- Increase in substance abuse programming
 - Increase in HIB training for staff, students, and families
 - Restorative Practices PD
- 

Programs, Events and Supports


Programs

- Leader in Me
- PBSIS

Events

- Red Ribbon Week
- Week of Respect

Supports

- School Counselors
 - Interventionists
 - Student Support Teacher
- 



HIB Self-Assessment School Grades

Dr. Aleya Shoieb

Tuesday, September 19, 2023

Overview

The purpose of the HIB self-assessment is to determine whether each school in our district meets the HIB state requirements under each core element (8) according to N.J.S.A. 18A:37.

Each school must complete the HIB self-assessment and select a rating between 0-3.

1-Does not meet the requirements

2. Meets the requirements

3. Exceeds the requirements

Core Elements and Scores

1. HIB Programs, Approaches, or Other Initiatives: 5 Indicators (10 out of 15)
2. Training on the BOE-approved HIB Policy and Procedures: 3 Indicators (6 out of 9)
3. Other Staff Instruction and Training Programs: 5 Indicators (10 out of 15)
4. Curriculum and Instruction on HIB and Related Information and Skills: 2 Indicators (4 out of 6)
5. HIB Personnel: 3 Indicators (6 out of 9)
6. School Level HIB Incident Reporting Procedure: 2 Indicators (4 out of 6)
7. HIB Investigation Procedure: 4 Indicators (8 out of 12)
8. HIB Reporting: 2 Indicators (4 out of 6)

Total Score: 52 out of 78 Each school has met the state requirements

Areas of Focus 2023-2024 SY

Core Element #1: HIB Programs, Approaches or Other Initiatives

Indicator D: The school's HIB programs, approaches or other initiatives were designed to create school-wide conditions to prevent and address HIB.

Core Element #2: Training on the BOE-approved HIB Policy and Procedures

Indicator A: School employees, contracted service providers and volunteers were provided training on the HIB policy.

Core Element #3: Other Staff Instruction and Training Programs

Indicator D: The members of the school safety/school climate team were provided with professional development in effective practices of successful school climate programs and approaches.

Areas of Focus 2023-2024 SY

Core Element #4: Curriculum and Instruction on HIB and Related Information and Skills

Indicator A: The school provided ongoing, age-appropriate instruction on preventing HIB in accordance with the New Jersey Student Learning Standards.

Core Element #5: HIB Personnel

Indicator B: The ABS met at least two times per school year with the district anti-bullying coordinator.

Core Element #6: School-Level HIB Incident Reporting Procedure

Indicator B: The school implemented the district's procedure for reporting new information on a prior HIB report.

Areas of Focus 2023-2024 SY

Core Element #7: HIB Investigation Procedure

Indicator A: Notification to parents of alleged offenders and alleged victims in each reported HIB incident.

Core Element #8: HIB Reporting

Indicator B: The official grades received from the NJDOE, for the Self-Assessment from the previous reporting period, for the school and for the school district are posted on the homepage of the school's website per the ABR and the requirements of the NJDOE.

RPS Goal #2

- Enhance Safety and Wellness for Staff and Students

During the 2023-2024 SY, the district will train 100% of administrators in restorative practices. Administrators will work collaboratively to develop an action plan which will include training and coaching for staff in restorative practices, as well as developing systems and structures for its implementation in every school.

The district will focus on developing a positive climate and culture which prioritizes the safety and wellness of staff and students through safety and security training, team-building, counseling, school spirit, and community events.



Rahway Public Schools

CFM Report 2022-2023

Dr. Aleya Shoieb, Assistant Superintendent

Mr. Stephen Fried, School Business Administrator

Tuesday, September 19, 2023

Collaborative Federal Monitoring

The purpose of the CFM is to:

- Evaluate the implementation and effectiveness of the district's programs included in various grant applications
- To determine whether these programs are meeting the intended purposes as specified in the current year grant applications and the objectives of the authorizing statutes.

The monitoring also entails a review of documents for the following programs, if applicable:

FY 2021-2022 and 2022-2023 Funded Programs

Title I and Title I SIA

Title IIA, III, IV

IDEA Basic and Preschool

Special Education

ESSER II and ARP ESSER

Perkins V

Focus Area: ARP Esser and Title 1 SIA

The district is in the process of locating and logging devices that were issued

The district must submit copies of accounting records evidencing the location of 39 HP ProBooks and 42 Chromebooks, and 1 set of Airpods

Charges totaling \$46,737.12

Focus Areas: Title 1, Part A

Local Education Authority (LEA) must submit evidence of established processes to ensure parents/families and community members, are included on the schoolwide planning team and in the decision-making process for how Title I funds will be spent in the LEA.

The LEA should provide technical assistance to school-level staff regarding the completion of the ASP, to ensure consistency throughout the LEA. There were inconsistencies noted during the monitoring visit regarding stakeholder engagement representatives.

The district is required to implement procedures to ensure the proper recording of expenditures in its accounting records and accuracy of fiscal information used for school level reporting required under ESEA. In addition, the district must utilize distinct subcodes to ensure its parent and family engagement and homeless reserves are accounted for separately.

The district is required to maintain copies of documents and records which substantiate the exact dollar amount of their disbursement adjustments for conformity with the Uniform Grant Guidance and to facilitate an effective audit or monitoring.

Focus Area: IDEA Program

The district must ensure all meetings are conducted with required participants and that documentation of participation is maintained in students' records. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements.

The district must ensure all components of the functional assessment are conducted as part of all initial evaluations. In order to demonstrate correction of noncompliance, the district must conduct training for child study team members and speech-language specialists and develop an oversight mechanism to ensure compliance with the requirements.

Focus Area: Administrative Section

The district must develop, revise, adopt and implement board policies and written procedures which address the requirements of the Uniform Grant Guidance, and include relevant citations and references to current legislation, where appropriate. The district may opt to utilize a vendor for the preparation and revision of the requisite board policies and procedures.

Purchase orders should be issued to all vendors prior to goods or services being provided.

The district must adhere to the PSCL or applicable provisions of the Uniform Grant Guidance, whichever is most restrictive, when obtaining goods and services.

The district is required to submit reimbursement requests on a monthly basis, or at least quarterly. In addition, the district is responsible for maintaining supporting documentation for seven (7) years and for making it available to the NJDOE, the U.S. Department of Education, and/or their authorized representatives upon request.

Recommendations

ARP Esser and Title 1 SIA

The district will continue to locate the missing devices. Reverse grant charges if they cannot be located.

Title 1, Part A

The district:

- will invite parents and community members to participate on the planning team. This will occur during the annual Title 1 meeting and events.
- will create and utilize location codes in the budgetary accounting system to account for these expenditures at the school-level.
- will print and file all distribution adjustments with adequate supporting documentation.

Recommendations

IDEA Program

The district will provide training to CST members and speech-language specialists and review special education code on required participants for special education meetings. Director of Student Services will review documentation from special education meetings to ensure participation by CST members were compliant with special education code (6A:14).

The district will provide training for CST and speech-language specialists on all components of the functional assessments that are conducted as part of all initial evaluations. The Director of Student Services will review evaluations over the course of the school year to make sure the district is compliant with special education code.

Recommendations

Administrative Section

The district:

- has engaged a new vendor to help the district revise and organize all district policies and procedures. (Strauss)
- will ensure that no goods or services are rendered before a purchase order is created in the budgetary accounting system.
- will adhere to Public School Contract Law (18A:18)
- will submit all reimbursement requests through EWEG at least quarterly.

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

TEACHING STAFF MEMBERS
3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

3231 OUTSIDE EMPLOYMENT AS ATHLETIC COACH

[See Policy Alert No. 171, 172 and 209]

The Board of Education will permit, in accordance with this Policy, staff members of this school district to serve as an athletic coach in another school district providing the responsibilities in the other district do not interfere with the performance of the staff member's professional responsibilities in this district.

N.J.A.C. 6A:9B-5.16

Adopted: September 19, 2023

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

SUPPORT STAFF

4413 OVERTIME COMPENSATION

4413 OVERTIME COMPENSATION

[See POLICY MEMO No. 70]

The Board of Education will compensate overtime work in accordance with law. "Overtime work" means work in excess of forty hours in a single work week,

No overtime shall be worked without the express advance approval of the Chief School Administrator.

Employees who work overtime and for whom no contrary provision has been collectively bargained shall earn compensatory time at the rate of one and one-half hours for every hour of overtime worked, in lieu of overtime compensation. Such employees who accrue compensatory time beyond two hundred forty hours shall be compensated at the rate earned by the employee at the time compensation is paid.

An employee who has unused accrued compensatory time when his/her employment is terminated shall be paid, upon termination, for the unused time at a rate of pay not less than:

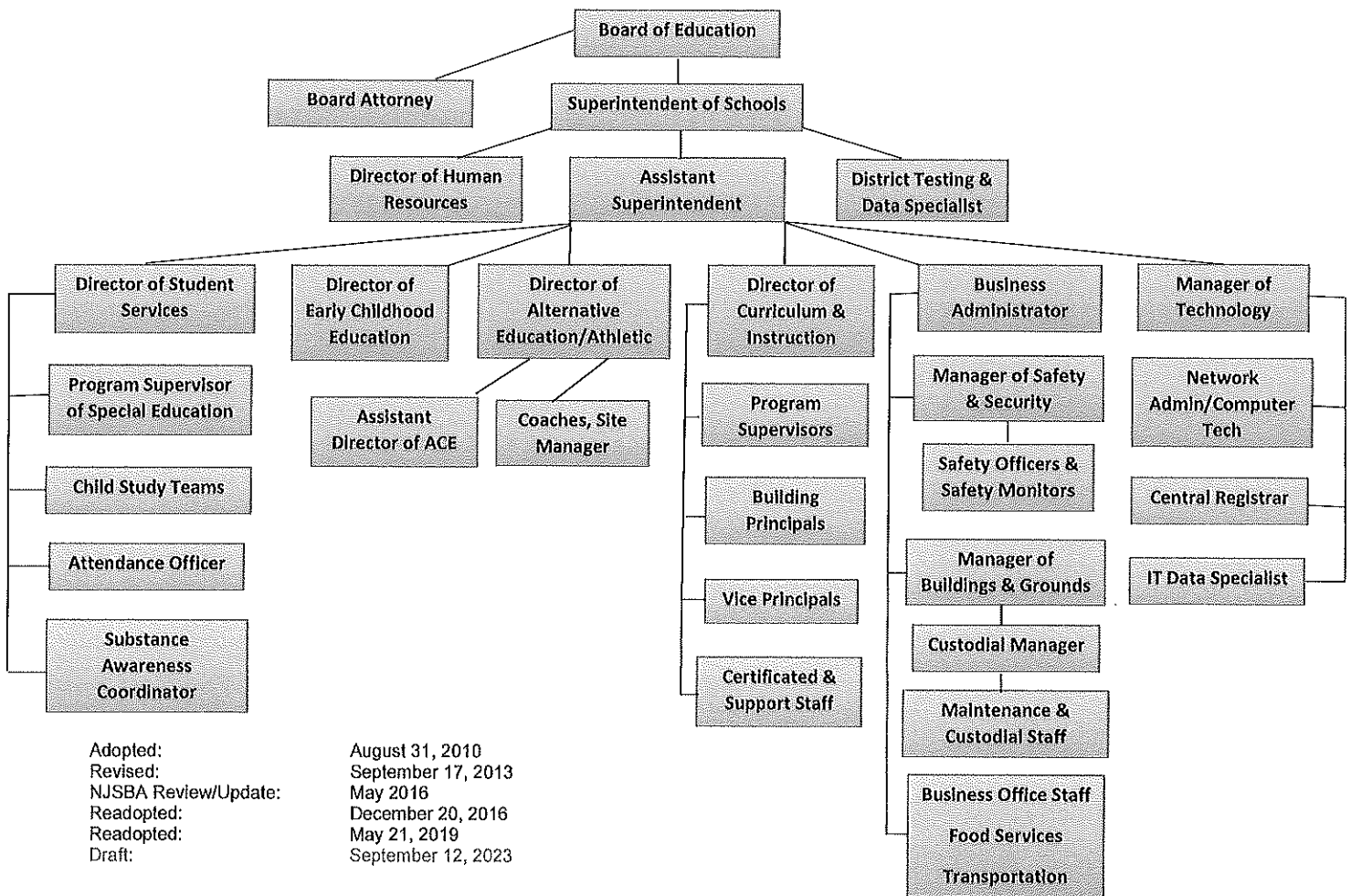
1. The average rate received by the employee during the last three years of employment; or
2. The final rate received by the employee, whichever is the higher rate.

A request for the use of compensatory time shall be submitted to the employee's supervisor and must be approved by the Chief School Administrator. An employee will be permitted the use of accrued compensatory time within a reasonable time of his/her request for time off, provided the requested time off does not unduly disrupt the operations of the school district.

The Business Administrator is directed to make and maintain such records regarding employees' hours and wages as may be required by law.

29 U.S.C.A. 207(o)
29 U.S.C.A. 207(p)
N.J.S.A. 34:11-56(a)4

Adopted: September 19, 2023



Adopted: August 31, 2010
 Revised: September 17, 2013
 NJSBA Review/Update: May 2016
 Readopted: December 20, 2016
 Readopted: May 21, 2019
 Draft: September 12, 2023

7510 USE OF SCHOOL FACILITIES (M)

M

The Board of Education believes 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 school 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 Superintendent of schools or designee, 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 student 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;
- 4 Governmental agencies;
- 5 Community organizations formed for charitable, civic, social, or educational purposes;
- 6 Community political organizations;
- 7 Community church groups;
- 8 Private groups and organizations;

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 for any purpose that is prohibited by law.

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

PROPERTY

7510 USE OF SCHOOL FACILITIES (M)

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.

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, certain items of equipment may only be used by a qualified operator approved by the school district administration.

Adult Supervision:

1. All programs that involve children and students are required to have adult supervision. A minimum of two adult supervisors, one of who is responsible for the orderly conduct of all attendees within the building and on school grounds is required.
2. Parents who bring children to adult scheduled activities are to supervise their children at all times. No child is to be in the building unsupervised. Unsupervised children will be delivered to an adult supervisor.

Responsibilities/Damages- The Board will not be responsible for damage or theft of lessees' properties left on the premises.

1. Lessees of school facilities must assume responsibility for any damages to the property or loss of equipment.
2. Activities causing undue wear and tear to school properties are prohibited. Any damage caused through the use of facilities and/or grounds will be charged to the lessee.

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
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the 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

POLICY GUIDE

STRAUSS ESMAY ASSOCIATES

PROPERTY

7510 USE OF SCHOOL FACILITIES (M)

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 Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

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 granted by the school district.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7

Adopted: September 19, 2023

R 7510 USE OF SCHOOL FACILITIES (M)

[See POLICY ALERT No. 196 and 221]

M**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 sponsored student programs for academic use
 - School sponsored professional staff development

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 if applicable. Class II users include the following organizations and individuals:
 - School sponsored programs with fund-raising purpose
 - PTO/PTA, Scouts
 - municipal and governmental agencies
 - Rahway non-profit community outreach organizations

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 charges for custodial and service costs. Class III users include the following organizations and individuals:
 - All private organizations, groups, and individuals with fund-raising components
 - Rahway profit and not-for profit organizations for athletic purposes
 - Rahway based community church and/or political groups
 - other organizations with fund-raising components

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

B. Application Procedures

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1. Application must be made in writing and on the form supplied by the school district. The form is available in the office of the Business Administrator or district website.
2. Application for use of school facilities must be submitted to the office of the Business Administrator not less than 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 7 working days prior to a regular Board meeting.
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 Chief School Administrator or his/her designee 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.
2. If the facility is not available for use, the Chief School Administrator or his/her designee will 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 Chief School Administrator or his/her designee will note his/her approval on the application form and will record the classification of the applicant organization and forward the application to the Chief School Administrator for final approval 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 may be available for use only on weekdays, including school vacations, and Saturdays between the hours of 8:00 am and 4:00 pm. School facilities are not available for use on Sundays and other public holidays.
 - b. School facilities are available for use only during the hours of 4:00 p.m. and 9:00 p.m. Permission may be granted for a use up to 10:00 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 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 Chief School Administrator 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 information will be provided 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.

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10. Permission to use school facilities is not transferable.
11. The organization representative must inform the Chief School Administrator or his/her designee of any canceled use request as soon as he/she is aware of the cancellation. An organization's failure to inform the Chief School Administrator or his/her designee of a canceled use at least two (2) 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 in the amount of
 - a. \$1,000,000 - 3,000,000 per person,
 - b. \$1,000,000 - 3,000,000 per accident or event, and
 - c. \$1,000,000 - 3,000,000 property damage.
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 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.
 - a. The user will not damage, destroy, or deface school property. The facility shall be used with care and left in an orderly and neat condition.
 - b. The user must request in the application and receive 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 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 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.
- h. The user must request in the application and receive 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 approval.
- j. No school keys shall be issued to a user.
- k. No animal shall be allowed on school premises without prior approval.
- l. An authorized school district staff member shall examine the school facilities and/or grounds after the use and will inform 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.
- n. No vehicles of any type shall be operated in any area that is not designed for such vehicles without prior permission.

3. Uses Must be Properly Supervised.

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R 7510 USE OF SCHOOL FACILITIES (M)

- 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 needed to perform extra services as an accommodation to the user, the user may 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.
- 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. 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. Fees are based on the current contract rates and are available upon request.

3. Class III users will be charged the costs charged Class II users (paragraph F2a and paragraph F2b)
 4. 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 in advance of the use and payment may be requested in advance of the use.
- G. Provision of Training on School Safety and Security
1. In accordance with the provisions of N.J.S.A. 18A:41-7.c., the Board of Education shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information.
 2. It shall be the responsibility of the organization that sponsors the youth program to train the program's employees and volunteers on the school security and emergency procedures in effect in the school building in which the youth program is located.
 3. The organization that sponsors the youth program shall file a statement of assurance with the Superintendent or designee that it has complied with the training requirements prior to the district authorizing the use of the school building.
 - a. The statement of assurance shall be developed by the Commissioner of Education and shall be filed with the school district on an annual basis.

Issued:

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7520 LOAN OF SCHOOL EQUIPMENT

7520 LOAN OF SCHOOL EQUIPMENT

The Board of Education requires that no item of district owned equipment may be loaned for a use off school premises which is not related to the operation of the school district. Equipment required for the use of those persons or organizations granted permission to use school facilities may be loaned solely for use on or in school premises.

The user of school owned equipment shall be fully liable for any damage or loss occurring to the equipment during the period of its use, regardless of any assignment of negligence, and shall be responsible for its safe return. When equipment authorized for loan requires the services of a qualified operator, the user shall employ the services of a person designated by this district and shall pay such costs as may have been set for such services.

Adopted:

R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND
HEAD INJURIES (M)

[See POLICY ALERT Nos. 194, 197 and 226]

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. Allowing a student to return to athletic competition or practice before recovering from a concussion increases the chance of a more serious brain injury. The following procedures shall be followed to implement N.J.S.A. 18A:40-41.1 et seq. and Policy 2431.4.

A. Athletic Head Injury Safety Training Program

1. The school district will adopt an athletic head injury safety training program.
2. The training program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse.
3. This training program shall be in accordance with the guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

B. Prevention

1. The school district may require pre-season baseline testing of students before the student begins participation in athletic competition or practice. The baseline testing program shall be reviewed and approved by the school 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 students participating in athletic competition or practice on the prevention of concussions.
3. All school staff members, students participating in athletic competition or practice, and parents of students participating in athletic competition or practice shall be annually informed through the distribution of the NJDOE Concussion and Head

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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 may be observed by coaches, 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:
 - a. Appearing dazed, stunned, or disoriented;
 - b. Forgetting plays or demonstrating short-term memory difficulty;
 - c. Exhibiting difficulties with balance or coordination;
 - d. Answering questions slowly or inaccurately; and/or
 - e. Losing consciousness.
2. Possible symptoms of concussion shall be reported by the student participating in athletic competition or practice to coaches, athletic trainer, school or team physician, school nurse, and/or parent. Possible symptoms of a concussion may be, but are 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;
 - f. Feeling sluggish or foggy;
 - g. Difficulty with concentration and short-term memory;
 - h. Sleep disturbance; or
 - i. Irritability.

D. Medical Attention for a Student Suspected of a Concussion or Other Head Injury

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R 2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND HEAD INJURIES (M)

1. A student who participates in athletic competition or practice and who sustains or is suspected of having sustained a concussion or other head injury while engaged in an athletic competition or practice shall be immediately removed from athletic competition or practice.
 - a. A staff member supervising the student during the athletic competition or practice shall immediately contact the school physician, athletic trainer, or school nurse to examine the student.
 - (1) The school physician, athletic trainer, or school nurse shall determine if the student has sustained or may have sustained a concussion or other head injury. The school physician, athletic trainer, or school nurse shall determine if emergency medical responders shall be called to athletic competition or practice.
 - (2) In the event the school physician, athletic trainer, or school nurse determine the student did not sustain a concussion or other head injury, the student shall not be permitted to participate in any further athletic competition or practice until written medical clearance is provided in accordance with E. below.
2. The staff member supervising a student who has been removed from athletic competition or practice in accordance with D.1. above or another staff member shall contact the student's parent and the Principal or designee as soon as possible after the student has been removed from the athletic competition or practice.
 - a. A parent shall monitor their student for symptoms of a concussion or other head injury upon receiving such notification.

E. Medical Examination and Written Medical Clearance

1. A student who was removed from athletic competition or practice in accordance with D.1. shall not participate in further athletic competition or practice until:
 - a. The student is examined by a physician or other licensed healthcare provider trained in the evaluation and management of concussions;
 - b. The student receives written medical clearance from a physician trained in the evaluation and management of concussions to return to competition or practice; and

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- c. The student returns to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
 2. The student's written medical clearance from a physician must indicate a medical examination has determined:
 - a. The student's injury was not a concussion or other head injury, the student is asymptomatic at rest, and the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities; or
 - b. The student's injury was a concussion or other head injury and the student's physician will monitor the student to determine when the student is asymptomatic at rest and when the student may return to regular school activities and is no longer experiencing symptoms of the injury while conducting those activities.
 3. The student's written medical clearance must be reviewed and approved by the school physician.
 4. The student may not begin the graduated return to athletic competition and practice protocol in F. below until the student receives a medical examination and provides the required written medical clearance.
 5. A written medical clearance not in compliance with the provisions of E. will not be accepted.
- F. Graduated Return to Athletic Competition and Practice Protocol
 1. The return of a student to athletic competition and practice shall be in accordance with the graduated, six-step "Return to Play Progression" recommendations and any subsequent changes or updates to those recommendations as developed by the Centers for Disease Control and Prevention.
 - a. Back to Regular Activities (Such as School)

The student is back to their regular activities (such as school) and has the green-light from the student's physician approved by the school physician to begin the return to play process. A student's return to regular activities involves a stepwise process. It starts with a few days of rest (two-three days) and is followed by light activity (such as short walks) and moderate activity (such as riding a stationary bike) that do not worsen symptoms.
 - b. Light Aerobic Activity

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Begin with light aerobic exercise only to increase the student's heart rate. This means about five to ten minutes on an exercise bike, walking, or light jogging. No weight lifting at this point.

c. Moderate Activity

Continue with activities to increase the student's heart rate with body or head movement. This includes moderate jogging, brief running, moderate-intensity stationary biking, and/or moderate-intensity weightlifting (less time and/or less weight from their typical routine).

d. Heavy, Non-Contact Activity

Add heavy non-contact physical activity, such as sprinting/running, high-intensity stationary biking, regular weightlifting routine, and/or non-contact sport-specific drills (in three planes of movement).

e. Practice and Full Contact

The student may return to practice and full contact (if appropriate for the athletic competition) in controlled practice.

f. Athletic Competition

The student may return to athletic competition or practice.

2. It is important for a student's parent(s) and coach(es) to watch for concussion symptoms after each day's "Return to Play Progression" activity. A student should only move to the next step if they do not have any new symptoms at the current step.

3. If a student's symptoms return or if they develop new symptoms, this is a sign that a student is pushing too hard. The student should stop these activities and the student's health care provider should be contacted. After more rest and no concussion symptoms, a student can start at the previous step if approved by the student's healthcare provider and provides written medical clearance to the school physician.

G. Temporary Accommodations for Student's Participating in Athletic Competition with Sports-Related Head Injuries

1. 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 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. To recover, cognitive rest is just as important as physical rest. Reading, studying, computer usage, testing, texting, and watching movies if a student is sensitive to light/sound can slow a student's recovery. The Principal or designee may look to address the student's cognitive needs as described below. Students 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; and/or
 - f. Be granted early dismissal from class to avoid crowded hallways.

Adopted:

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2431.4 PREVENTION AND TREATMENT OF SPORTS-RELATED CONCUSSIONS AND
HEAD INJURIES (M)

M

A concussion is a traumatic brain injury caused by a blow or motion to the head or body that disrupts the normal functioning of the brain and can cause significant and sustained neuropsychological impairments including, but not limited to, problem solving, planning, memory, and behavioral problems. In order to ensure safety, it is imperative that students participating in athletic competition, coaches, and parents are educated about the nature and treatment of sports-related concussions and other head injuries. Allowing a student to return to athletic competition before recovering from a concussion increases the chance of a more serious brain injury.

For the purpose of this Policy and Regulation 2431.4, programs of athletic competition shall include high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The school district shall adopt an athletic head injury safety training program. The program shall be completed by the school physician, any individual who coaches in an athletic competition, an athletic trainer involved in any athletic competition, and the school nurse. The training program shall be in accordance with guidance provided by the New Jersey Department of Education (NJDOE) and the requirements of N.J.S.A. 18A:40-41.2.

The school district shall annually distribute the NJDOE-developed educational fact sheet regarding sports-related concussions and other head injuries to all parents of students participating in any athletic competition or practice and shall obtain a signed acknowledgement of the receipt of the fact sheet by the student and their parent in accordance with N.J.S.A. 18A:40-41.2(c).

A student who participates in an athletic competition or practice and who sustains or is suspected of sustaining a concussion or other head injury shall be immediately removed from athletic competition or practice. A student removed from athletic competition or practice shall not participate in further athletic competition or practice until they are evaluated by a physician or other licensed healthcare provider trained in the evaluation and management of concussions and receives written clearance from a physician trained in the evaluation and management of concussions to return to athletic competition or practice; and the student returns to regular school activities and is no longer experiencing symptoms of the injury when conducting those activities in accordance with N.J.S.A. 18A:40-41.4.

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The return of a student to athletic competition or practice shall also be in accordance with the graduated, six-step “Return to Play Progression” recommendations and any subsequent changes or other updates to these recommendations as developed by the Centers for Disease Control and Prevention (CDC). The Board shall revise this Policy and Regulation 2431.4 whenever the CDC changes or otherwise updates the “Return to Play Progression” recommendations.

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 of an 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 this Policy and Regulation 2431.4.

Pursuant to N.J.S.A. 18A:40-41.5 and 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.

This Policy and Regulation 2431.4 shall be reviewed and approved by the school physician annually and updated as necessary to ensure it reflects the most current information available on the prevention, risk, and treatment of sports-related concussions and other head injuries in accordance with N.J.S.A. 18A:40-41.3.

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:

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7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

M

[See **POLICY MEMO No. 23**]

[See **POLICY ALERT Nos. 98, 158, 168, 188 and 199**]

The Board of Education believes that the right of persons to smoke must be balanced against the right of nonsmokers to breathe air untainted by tobacco smoke.

For purpose of this Policy, “smoking” means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, including the use of smokeless tobacco and snuff, or the inhaling or exhaling of smoke or vapor from an electronic smoking device.

For the purpose of this Policy, “electronic smoking device” means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe.

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

In accordance with N.J.S.A. 26:3D-58 and N.J.A.C. 8:6-7.2, the Board prohibits smoking at all times anywhere in school buildings or on school grounds.

Notwithstanding any provision of this Policy, smoking by students is prohibited and governed by Policy No. 5533.

A sign indicating smoking is prohibited in school buildings and on school grounds will be posted at each public entrance of a school building in accordance with law. The sign shall also indicate violators are subject to a fine. Students and district employees who violate the provisions of this Policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

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7434 SMOKING IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

The Principal or designee may order the departure and removal of any person who continues to smoke in violation of this Policy and the law after being ordered to stop smoking in school buildings or on school grounds. The Principal or designee may request the assistance of law enforcement to accomplish this departure and removal.

In the event a person is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

The Board of Education will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-1.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

Adopted:

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STRAUSS ESMAY ASSOCIATES

PROPERTY

7435 ALCOHOLIC BEVERAGES ON SCHOOL PREMISES

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The knowing possession, without legal authority, or knowing consumption of any alcoholic beverage by any person on school premises is a disorderly persons offense.

The Board of Education prohibits the possession and consumption of an alcoholic beverage, without the express written permission of the Superintendent, by any person in any school building and on school property or at any school sponsored activity.

The Board will report to law enforcement officials and prosecute as appropriate any person who violates law and this policy, except that any student who possesses or uses or is under the influence of alcohol on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218, and 5530.

School district employees who violate this policy or are present on school premises or at any school sponsored activity while under the influence of alcohol will be subject to discipline, which may include dismissal or certification of tenure charges, as appropriate.

N.J.S.A. 2C:33-15 et seq.

N.J.S.A. 18A:40A-12

N.J.S.A. 24:21-2 et seq.

Adopted: