

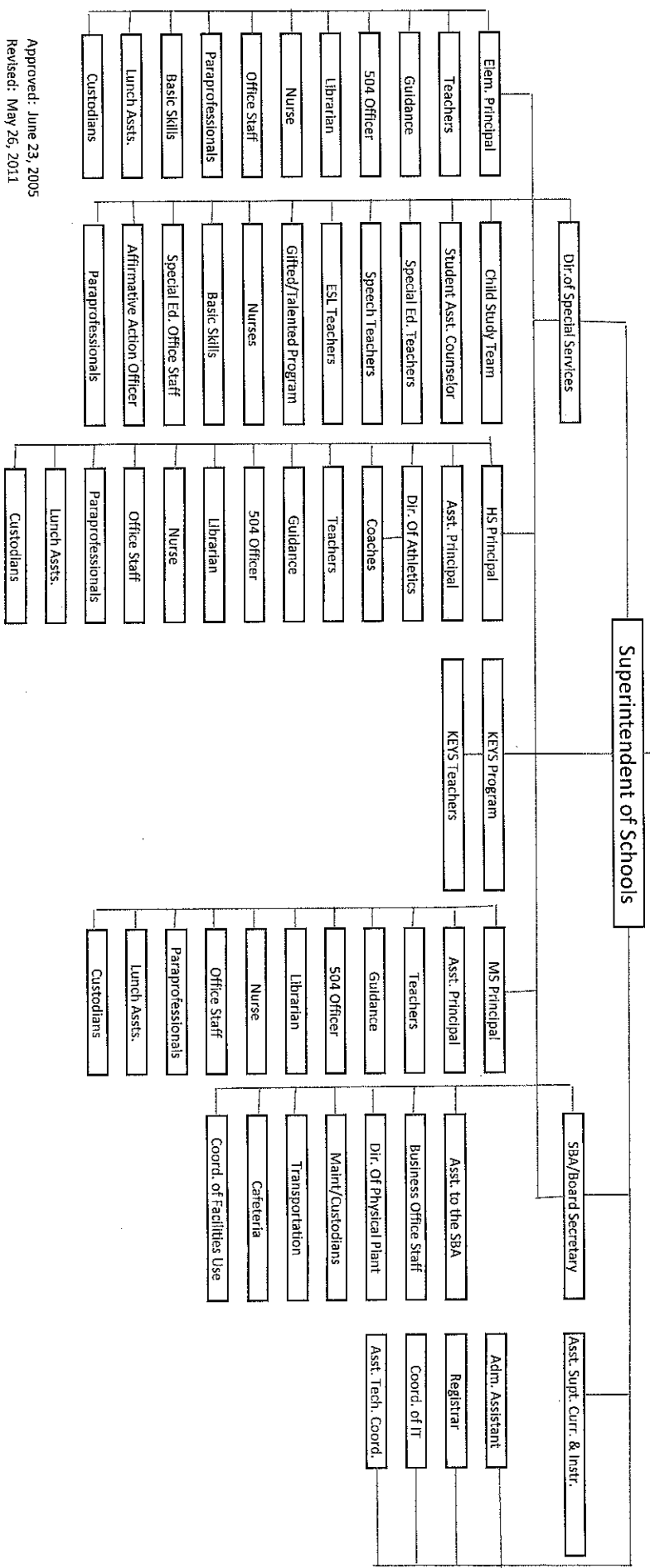
## Hasbrouck Heights Public School District Violence and Vandalism Report

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Violence (not HIB)	15	8	22	17	17	11	11	8	7
Violence (HIB related)									59
Vandalism	6	15	18	11	7	4	1	4	1
Weapons	1	0	2	2	0	1	1	0	0
Substance Abuse	0	0	0	0	2	0	2	0	1
Unduplicated Total	21	23	40	28	25	16	15	12	68
Incidents - Cost to District	4	8	4	0	2	1	1	0	0
Total Cost	\$495	\$1,100	\$775	0	\$400	\$100	\$200	0	0
Police Notified (No Complaint)	3	6	12	6	9	8	7	2	5
Police Notified (Complaint Filed)	3	6	6	2	2	3	2	1	6

	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12
Expulsion	0	0	0	0	0	0	0	0	0
In-School Suspension	0	0	2	0	0	0	0	5	11
Out-of-School Suspension	21	13	35	29	30	24	15	8	16
Other Discipline	2	0	2	0	0	0	0	0	11
Offender Info									
- Reg. Ed.	21	12	29	13	23	17	10	11	56
- Classified	2	1	7	8	5	7	4	1	11
- Unknown	4	13	10	9	0	0	1	0	1
Total	27	26	46	30	28	24	15	12	68
Victim Info									
- Reg. Ed.	7	6	16	12	7	3	7	7	39
- Classified	1	2	5	1	1	1	1	1	10
- School Personnel	0	1	5	4	2	2	1	0	1
- Student from other district	0	0	0	1	1	0	0	0	0
Total	8	9	26	18	11	6	9	8	50

HASBROUCK HEIGHTS BOARD OF EDUCATION  
 Hasbrouck Heights, NJ 07604 File Code: 2121  
 Regulation

ORGANIZATIONAL CHART  
 Hasbrouck Heights Public Schools



Approved: June 23, 2005  
 Revised: May 26, 2011  
 Revised First Reading: June 21, 2012  
 Revised Second Reading: July 19, 2012

**BOLD TO BE ADDED; HIGHLIGHTED TO BE REMOVED**

**Grading Policy**

Elementary School K-5:

The Hasbrouck Heights Board of Education believes that the Elementary School report card should reflect the degree to which a student has mastered the content of the curriculum. As such, it is essential that each individual's grades are calculated and allocated independently of any other student. It is the responsibility of the classroom teacher to utilize multiple assessments in order to determine a student's degree of mastery regarding the content outlined in the New Jersey Core Curriculum Content Standards and the Hasbrouck Heights Curricula. Ultimately, the purpose of the Elementary School report card grade is to inform students and parents of the students' attained level of proficiency and mastery of curricular content.

Kindergarten: Grading System

Letter grades will not be assigned to a student's performance on the report card. Rather, a marking system (detailed below) will be used to rate a student's mastery of (but not limited to) specific academic skills, work habits, and social development. This system is devised to report on a student's attainment of a plethora of skills. It is highly recommended that parents utilize these skills based report cards to assist children at home.

\* Kindergarten Marking System: *Distributed two times per year*

- M- Meets or exceeds expectations
- D- Developing
- N- Needs strengthening
- X- Not applicable at this time

First through Fifth Grade: Grading System

In the core subject areas a report card grade will reflect a student's performance on tests, quizzes, class work, participation and homework as outlined below.

Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Assessment assignments\* which include all written and oral quizzes, tests, lab write-ups, reports, projects, term papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- The minimum number of assessments will be eight per marking period. **No one assessment can count for more than 20% of the assessment portion of the grade.**

10% Preparation: includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting knowledge of previously covered work. Homework will be graded on the following percentage system.

- 100 percent for completion or good effort
- **75 percent for partial or average completion**
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions
- 0 for no homework or nearly no homework

10% Participation: includes factors such as:

- displaying a positive interest in the classroom\ presentation, displayed by active and inquisitive contributions
- contributing to establishing an academic or working atmosphere in the classrooms, lab, shop
- paying attention to the contributions of others

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in their **GENESIS** Ren Web grade books to inform parents why the grade was lowered.

\* First through Fifth Grade Marking System for all subjects: *Distributed four times per year*

A	-	100-94	C+	-	77-79
A-	-	90-93	C	-	74-76
B+	-	87-89	C-	-	70-73
B	-	84-86	D	-	65-69
B-	-	80-83	F	-	<b>55-64</b>

**For first three marking periods  
Below < 65  
For marking period 4**

Progress reports will be available halfway **through GENESIS** at the midpoint of each marking period for grades 1-5.

#### Citizenship

Dynamics such as effort, amount of progress, levels of participation, and cooperation will be communicated via a separate grade on the report card and therefore, will not be factored into the student's core subject grades. In addition to the above marking system, students will earn letter grades department.

\* Citizenship details will be reported using the following system.

- S – Satisfactory
- N – Needs Improvement
- U – Unsatisfactory

#### Middle School And High School:

##### Specific Elements of Grading

Grades for each marking period are to be determined on the basis of attainment (progress), preparation and participation. The following weights are to be given to each of the specific elements of grading.

80% Attainment: Assessment assignments\* which include all written and oral quizzes, tests, lab write-ups, reports, projects, term papers, etc. Assignments that span more than one marking period shall be graded during the process with the final grade being recorded/considered only in the marking period when due.

- There should be a minimum of 8 assessment assignments in each marking period at every grade level. When applicable, Teachers will work cooperatively to stagger the due dates of special projects, long-term reports, and tests. **No one assessment can count for more than 20% of the assessment portion of the grade.**

Quiz – A short (less than a period) assessment, given in class, that measures knowledge and skills pertaining to the subject matter being taught. The quiz must be a student's individual effort without collaboration with other students or teacher. No take home quizzes are permitted. Assignments completed outside of the classroom can not be counted as a quiz.

##### Procedures

- At the mid-point in each marking period, students should have completed at least 4 assessments and these should be accurately recorded in each electronic grade book.
- If a student is absent for an assessment, the test/quiz should not be "made-up" during the following class period/instructional time. Before/after school is when make-up quizzes or tests should be administered.
- Multiple quizzes are not to be given in the same class period.

Cycle Courses – 8 assessments for courses that meet 5 days a week for a full marking period. The number of assessments will be reduced if the course is designed for fewer days per week or fewer weeks.

10% Preparation: includes all homework, bringing all necessary materials to class, being ready to participate in class discussions, and exhibiting a knowledge of previously covered work.

Homework will be graded on the following percentage system.

- 100 percent for completion or good effort
- **75 percent for partial or average effort**
- 50 percent for an attempt, but not enough of the assignment is good to show that the student made a sincere effort for completions
- 0 for no homework or nearly no homework
- 10% Participation: includes factors such as:
  - displaying a positive interest in the classroom\ presentation, displayed by active and inquisitive contributions
  - contributing to establishing an academic or working atmosphere in the classrooms, lab, shop
  - paying attention to the contributions of others....

For any subject in which no daily homework is traditionally assigned, class participation will be given a weight of 20%. There will be one grade for participation per course per marking period. All students will start out with 100% and teachers will deduct points accordingly. Teachers will place comments in their Ren Web grade books **GENESIS** to inform parents why the grade was lowered.

### General Elements of Grading

Grades for each marking period are influenced in addition to attainment, preparation, and participation by the following elements of grading: attitude, cooperation, and ability. These general elements are implicit to all three of the specific grading elements listed in section I and are to be taken into great consideration when arriving at the evaluation of each of the above noted specific elements of grading. Unless specified elsewhere in this policy, only numerical grades are to be utilized when correcting papers, projects, tests, etc..., and records in teacher grade booklets. The only other acceptable form of evaluation of individual assignments is via a rubric.

### Numerical Grades:

When calculating numerical grades, only a decimal remainder equal to or greater than .5 will be rounded up. Below is the grading scale used for converting numerical grades to letter grades.

#### GRADING SCALE

A+ 97 - 100	B+ 87 - 89	C+ 77 - 79	D 65 - 69
A 93 - 96	B 83 - 86	C 73 - 76	F 0 - 64 <b>55-64</b> <b>For first three marking periods</b> <b>&lt; 64</b> <b>For marking period 4</b>
A- 90 - 92	B- 80 - 82	C- 70 - 72	

### Pass/Fail Grading:

Not Applicable. The superintendent may grant "pass/fail grading" under extenuating circumstances on a case-by-case basis.

### Incomplete Grades:

Must be resolved within two weeks of the end of Marking Period. The principal may grant an "incomplete grade" under extenuating circumstances on a case-by-case basis.

### Honor Roll: Criteria

The purpose of these criteria is to further motivate students to work to their academic potential and further reward students for their efforts in earning grades of excellence.

#### High School

Criteria - The criteria for the three levels of honor roles is as follows:

- First Honors: All A's (defined as A+, A, A-)
- Second Honors: At least 3 A's (defined as A+, A, A-) and no grade below a B (numeric 83 or higher)
- Third Honors: At least 3 B's (numeric 83 or higher and no grade below a B- (numeric 80 or higher)

#### Middle School

Criteria - The criteria for the two levels of honor roles is as follows:

1. High Honor Roll: A+, A or A- in every subject
2. Honor Roll: At least three (3) A+'s, A's or A-'s and all grades B- or better

### Determination of Class Rank 9-12

Rank in class is based upon a student's grade point average (G.P.A.), which is determined by multiplying the quality point equivalent for each grade received by the number of credits for that course. The sum of the quality points divided by the sum of the credits for all courses taken yields the G.P.A. Four grading scales are used, adding extra weights for courses as they become more academically demanding and challenging. The following weighted scale indicates the quality points assigned per course credit followed by assigned quality points for a five credit course.

In determining a student's class rank, only grades earned in Hasbrouck Heights High School courses will be considered. The only exception will be for students who have failed subjects and have taken make-up courses in an approved summer school program. For these students, both grades will be recorded and used in determining the student's class rank and G.P.A.

### Withdrawing From Courses

1. Students experiencing academic difficulty or seeking placement/level change must make an appointment to discuss the issue with their teacher. Parental permission would be required to make that change as well as approval by the department supervisor / administrator.
2. If a course is dropped prior to a first quarter grade, the course will not be reflected on the transcript. After that time, a grade of "W or W/Fail" will be given for that course.
3. If a student is a senior, the quality points and credits for any course dropped after the close of marking period 1 grades will be included in the student's GPA and credit for the course up to the time of withdrawing will be included on the student's transcript. For example: a 5 credit course dropped at the end of marking period 2 will be shown on the student's transcript as 2.5 credits calculated in the GPA using the quality points earned based on the student's grade. Additionally, colleges to which the senior has applied will be notified of the change in program by the guidance counselor.
4. If a student is a senior and is requesting a change in course from a higher to lower level course, if the change is recommended by the teacher and counselor, then the student will receive partial credit for the higher level course and partial credit for the lower level course.
5. Students in grades 9, 10, and 11 who meet the criteria for the test taking skills courses are required to remain in the course for the entire school year. The grade and credits from test taking skills courses are included in GPA calculations.
6. No student may enter and be granted credit for a full year course after the start of the 2nd marking period. Exception could be necessitated for transfer students or with administrative approval.
7. No student may enter and be granted credit for a semester course after the 1st or 3rd quarter progress reports have been distributed.
8. All students must take at least 7 courses (or the equivalent if semester courses are involved). Seniors may take fewer than 7 with parental permission. Athletic eligibility must be considered before dropping a course.

### SCHEDULING AND PROGRAM CHANGES

1. Students register for classes in the spring using a course selection sheet. These forms are signed off by the student and parent/guardian indicating agreement. If a student does not return the form, the schedule will be developed by the counselor.
2. No changes in requests will be considered after June 1st; except for a change in the course offerings. After the second full week of school, students who simply desire to drop an elective course will only be permitted to do so only upon parents signed approval; noting that the option may be a study hall with a loss of credits.
3. Prior to, and during the first week of school, scheduling errors are resolved. Schedule changes that will be made are for basic skills placement, adjustments for failures and summer school results.
4. Request for change of teacher will not be honored.

### WEIGHTED GRADING SCALE (Per Credit)

	<u>Academic Placement</u>		
Non-Academic	Standard Academic	Honors Academic	College Level/Academic
A+ 4.3	4.6	5.0	5.3
A 4.0	4.3	4.7	5.0
A- 3.7	4.0	4.4	4.7
B+ 3.3	3.6	4.0	4.3
B 3.0	3.3	3.7	4.0
B- 2.7	3.0	3.4	3.7
C+ 2.3	2.6	3.0	3.3
C 2.0	2.3	2.7	3.0
C- 1.7	2.0	2.4	2.7
D 1.0	1.3	1.7	2.0
F 0.0	0.0	0.0	0.0

### QUALITY POINTS FOR A FIVE CREDIT COURSE

A+ 21.5	23.0	25.0	26.5
A 20.0	21.5	23.5	25.0
A- 18.5	20.0	22.0	23.5
B+ 16.5	18.0	20.0	21.5
B 15.0	16.5	18.5	20.0
B- 13.5	15.0	17.0	18.5
C+ 11.5	13.0	15.0	16.5
C 10.0	11.5	13.5	15.0
C- 8.5	10.0	12.0	13.5
D 5.0	6.5	8.5	10.0
F 0.0	0.0	0.0	0.0

### Mid-Term and Final Examinations - Grades 6-12

**Common assessments as** mid-terms and final examinations are required to be taken by students in grades 8, 9, 10, 11, 12 who enrolled in the respective courses in order to fulfill the course requirements.

Students in grade 6 will be required to take **common assessments as** mid-term and final exams in English and math. Students in grade 7 will be required to take **common assessments as** mid-term and final exams in English, math, social studies, and science. Students who are absent from school on the day an exam is administered must provide the principal with a written, verifiable and valid excuse. If the absence is not considered to be valid by the principal the student will not be permitted to make up the exam and will fail the course for the year.

In addition, the following guidelines will be followed for the student who is legitimately absent:

1. A student must take make-up exams on the first day the student returns to school after the exam period. If multiple exams are involved, two must be taken on the first return day, and so on.
2. If a student fails to follow this procedure, then make-up exams may only be taken after school on days scheduled by the administration.
3. All make-up exams should be completed by the third school day after the exam period.
4. Failure to complete make-up exams according to the schedule will result in "0" grade for the exam in question. This number will be worked into the mid-year and end year grades.

Exception: Doctor's note submitted before the make-up exams are due to be taken.

### Examination Exemptions

Students in grades 8-12 will be required to take **common assessments as** mid-term and final exams. Students in grade 6 will be required to take **common assessments as** mid-term and final exams in English and math. Students in grade 7 will be required to take **common assessments as** mid-term and final exams in English, math, social studies, and science.

Exemptions for final examinations will be granted for 12<sup>th</sup> grade students who, in each course:

- Attain a grade of 91 or higher in each of the four marking periods.
- Attain a grade of 93 or higher on the mid-term examination.
- Accumulate no more than six (6) total absences in a full year course or three (3) absences in a semester course.



Note: Five (5) or more consecutive days absent will not count in the total providing that the student provides proof from a licensed physician attesting to the injury or illness mandating the student is exempt from attending school.

- Attendance will be mandatory during the exam period for which the student is exempt. Students who are absent must adhere to the make-up policy as listed in number 5 of this policy.

AP Courses - In lieu of taking a final exam in June, students will be required to take a Pre-AP test which will be administered before the regular AP exam. Fourth marking period grade will be left up to the discretion of the individual instructor on the criteria for which the student will be graded (project, etc.).

#### Teacher Procedures

Teachers will complete Exhibit 6147.2 for all students who will receive an exemption. The completed exhibit will be submitted to the principal for verification purposes and forwarded to the Superintendent of Schools.

#### Junior English

Exemptions from final exams in English 11 or English 11 H will be granted for 11<sup>th</sup> grade students who score "Advanced Proficient" on the Language Arts section of the HSPA.

- If the scores are not received from the State of New Jersey before the final exam period, all students will take the final.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the exam will receive an "A" as their English 11 final exam grade.

#### Junior Science

Exemptions from final examinations in Science courses will be granted for 11<sup>th</sup> grade students who score "Advanced Proficient" on the Science section of the HSPA.

- If the scores are not received from the State of New Jersey before the final exam period, all students will take the final.
- When scores arrive from the State, all students who scored "Advanced Proficient" on the State exam will receive an "A" as their 11<sup>th</sup> grade final science exam grade.

#### Full Year Courses with Mid-Term and Final Exams

If a course is required to give students a mid-term and final exam, the average for the mid-term and final examination grades are to be used as a fifth grade and are to represent 20% of the final grade. Final grades are to be arrived at by adding the numerical equivalents of each grade given and dividing by five (5) for those subjects in which an examination is given and by four (4) for those subjects in which examinations are not given.

#### Calculation of semester 1 and final grades:

##### Semester 1

First Marking Period Grade	40%
Second Marking Period Grade	40%
Exam Grade (Mid-Term)	20% (if applicable)

##### Semester 2

Third Marking Period Grade	40%
Fourth Marking Period Grade	40%
Exam Grade (Final)	20% (if applicable)

Final Grade = (Semester 1 + Semester 2) / 2

#### One Semester Courses

The final examination grade shall be 20% of the final semester grade, computed as follows:

First Marking Period Grade	40%
Second Marking Period Grade	40%
Exam Grade (if applicable)	<u>20%</u>
	100%

#### Plagiarism

Pupils are expected to be honest in all of their academic work. This means that they will not engage in any of the following acts:

1. Cheating on examinations, including but not limited to, the non-authorized use of books or notes, the use of crib sheets, copying from other pupils' papers, exchanging information with other pupils orally, in writing, or by signals, obtaining copies of the examination illegally and other similar activities.
2. Plagiarism is not permitted in term papers, themes, essays, reports, images, take-home examinations, and other academic work. Plagiarism is defined as stealing or use without acknowledgement of the ideas, words, formulas, textual materials, on line services, computer programs, etc. of another person or in any way presenting the work of another person as one's own.

3. Falsification, including forging signatures, altering answers after they have been graded, the insertion of answers after the fact, the erasure of grader's markings, and other acts that allow for falsely taking credit.

A pupil found guilty of academic dishonesty may be subjected to a full range of penalties including, but not limited to, reprimand and loss of credit for all of the work that is plagiarized.

A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:

- Reprimand the pupil orally and/or in writing. The teacher is also authorized to withhold credit in the work tainted by the academic dishonesty.
- If warranted, the teacher shall file a written complaint against the pupil with the Principal, requesting a more stringent form of discipline. The complaint must describe in detail the academic dishonesty that is alleged to have taken place, and must request that the matter be reviewed by the Principal.
- The Principal will determine if further discipline of the pupil is appropriate, and will determine the nature of the discipline on a case-by-case basis.
- If the pupil is not in agreement with the disciplinary action of the Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with Policy 5145.6 Pupil Grievance.

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Revised: June 18, 2009  
Revised: November 19, 2009  
Revised: May 5, 2011  
Revised First Reading: May 24, 2012  
Revised Second Reading: July 19, 2012

**Bolded area to be added.**

ADMINISTERING MEDICATION

The board shall not be responsible for the diagnosis and treatment of pupil illness. The administration of prescribed medication to a pupil during school hours will be permitted only when failure to take such medicine would jeopardize the health of the pupil or the pupil would not be able to attend school if the medicine were not made available to him/her during school hours. For the purposes of this policy, "medication" shall include all medicines (including over the counter preparations) prescribed by a physician for the particular pupil, including emergency medication in the event of bee stings, etc.

Before any medication may be administered to or by any pupil during school hours, the board shall require the written request of the parent/guardian, which shall give permission for such administration and relieve the board and its employees of liability for administration of medication. In addition, the board requires the written order of the prescribing physician, which shall include:

- A. Name of Student and Student's DOB
- B. The name and purpose of the medication;
- C. The dosage;
- D. The time at which or the special circumstances under which medication shall be administered;
- E. The length of time for which medication is prescribed;
- F. The possible side effects of the medication.

Both documents shall be kept on file in the office of the school nurse.

The school medical officer shall develop procedures for the administration of medication which provide that:

- A. All medication whether prescribed or over the counter shall be administered by the certified school nurse, the school nurse substitute, the parent/guardian or the pupil himself/herself where the parent /guardian so permits and the pupil's physician has authorized in writing.
- B. Medications shall be securely stored and kept in the original labeled container;
- C. The school nurse shall maintain a record of the name of the pupil to whom medication may be administered, the prescribing physician, the dosage and timing of medication and a notation of each instance of administration;
- D. All medications shall be brought to school by the parent /guardian and shall be picked up at the end of the school year or the end of the period of medication, whichever is earlier.

Each school in the district shall have and maintain at least one nebulizer in the office of the school nurse. The chief school administrator shall prepare and the board shall adopt regulations on the administration of asthma medication through the use of a nebulizer by the school nurse. Regulations shall be in accord with New Jersey statute and administrative code and shall include but not be limited to the following:

- A. Requirement that each school nurse shall be authorized to administer asthma medication through the use of a nebulizer;
- B. Requirement that each school nurse shall receive training in airway management and in the use of nebulizers consistent with nationally recognized standards;

- C. Requirement that each student authorized to use asthma medication or a nebulizer have an Asthma Action Plan prepared by the student's physician, that identifies at a minimum asthma triggers, the treatment plan and other such elements as shall be determined by the State Board of Education.

#### Pupil Self-Administration of Medication

The board shall permit self-administration of medication for asthma or other potentially life-threatening illnesses by pupils both on school premises during regular school hours and off-site or after regular hours when a pupil is participating in field trips or extracurricular activities. Life-threatening illness means an illness or condition that requires an immediate response to specific symptoms or sequelae that may indicate the potential loss of life e.g. adrenalin in response to anaphylaxis. Parents/guardians of the pupil must meet the following conditions:

- A. Provide the board with written authorization for the pupil's self administration of medication;
- B. Provide written certification from the pupil's physician that the pupil has asthma or another potentially life-threatening illness. The primary care physician, the parent and the student are also to provide written verification that the pupil is capable of and has been instructed in the proper method of self-administration of medication.
- C. Sign a statement acknowledging that the district shall incur no liability as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the self-administration by the pupil.

In addition, the following conditions must be met:

- A. The school physician and the Certified School Nurse must agree and verify in writing that the student is capable of self-administration;
- B. The parent, nurse and the student in the development of the Individualized Healthcare Plan, agree how the medication is pre-measured, labeled and carried to ensure that the student only carries the quantity necessary for a prescribed time.
- C. The student's ability to self-administer is documented on the Individualized Health Care Plan.
- D. The student's medication, if ingested by someone other than the student will not cause severe illness or death.

#### Administration of Medication for Life Threatening Illnesses

Only the School Nurse, pupil himself/herself or the parent/guardian may administer the prescribed medication as per district policy.

In the event that the child is not capable of self-administration the following plan will be implemented:

Only the school nurse will be authorized to administrator the prescribed medication.

If the school nurse is not present in the building, Emergency Medical Services (911) will be summoned immediately. The other district school nurses and parents will be notified after the notification of EMS.

Parents and Physician will sign a statement acknowledging that they are aware of the procedure to be followed in the event that the nurse is not in the building.

The board shall:

- A. Inform the pupil and his/her parents/guardians that permission is effective for the school year for which it is granted and must be renewed for each subsequent school year upon fulfillment of requirements listed above.
- B. Inform parents/guardians in writing that the district and its employees or agents shall incur no

liability as a result of any injury arising from the self-administration of medication.

The Hasbrouck Heights Board of Education shall permit the administration of epinephrine via epi-pens to pupils for anaphylaxis. As permitted by P.L. 1997 Ch. 368 and codified as N.J.S.A. 18A:40-12.5 and 12.6. under emergency conditions.

**Under emergency circumstances, the school nurse or school employee trained by the school nurse may administer an Epinephrine injector (Epi-Pen) to any person whom the school nurse or school employee trained by the school nurse in good faith professionally believes is having an anaphylaxis reaction, regardless of whether the medication is authorized. The school district and its employees and agents will incur no liability as a result of any injury arising pursuant to the administration of an Epinephrine injection when the school nurse or school employee trained by the school nurse administers in good faith an Epinephrine injector to any person who is believed to be having an anaphylactic reaction. The principals and/or designee will work in conjunction with the school nurse to designate school employees who should be trained by the school nurse in using an Epi-pen. The School Physician will write a prescription for a minimum of two Epinephrine injectors to be maintained at each school site in a locked, secure location.**

The parents or guardians of the affected pupil shall provide the Board of Education with a written authorization for the administration of the epi pens.

In addition, the parents or guardians shall provide written orders or prescriptions from their physician or advanced practice nurse. The prescription or orders shall state that the pupil is in need of the administration of the epi pen for anaphylaxis and that the student does not have the capacity to administer the medication him/herself.

The Board of Education shall inform the parents or guardians in writing, that the procedures specified in the law are followed, and that the employees or agents shall have no liability as a result of injury from the administration of the medication.

The Board of Education shall require that parents or guardians of the pupil to sign a statement acknowledging that, if the procedures specified in the act are followed, the district shall have no liability as a result of injury arising from the administration of the medication. The signed statement shall indemnify and hold harmless the district from any claims arising from administrations of the epi pen to the pupil. Such signed statements shall remain in effect for the school year in which it was issued.

As provided for in N.J.S.A. 18A:40 - 12.6, the certified school nurse shall have the primary responsibility for the administration of the epi pen. The certified school nurse may designate, in consultation with the Chief School Administrator, another employee who may administer the epi pen to an effected pupil when the nurse is not physically present. The certified school nurse shall have the responsibility of training the individual who will serve as the nurse's designee to administer the epi pen in an emergency.

#### Implementation

The chief school administrator shall prepare and the board shall adopt regulations on all aspects of the administration of medication. The district medical inspector and school health services staff shall be involved in development of these regulations.

Date: May 22, 1990

Revised: March 27, 2006

Revised (First Reading): July 19, 2012

#### Legal References:

N.J.S.A. AYE:11-1 General mandatory powers and duties

N.J.S.A. AYE:40-1 Employment of medical inspectors, optometrists and nurses; salaries; terms; rules

N.J.S.A. AYE:40-4 Examination of pupils; health records

N.J.S.A. AYE:40-7 Exclusion of pupils who are ill

N.J.S.A. 18A:40-12.7 Nebulizer

N.J.S.A. 18A 40-12.8 Administration of Asthma Medication by school nurse through nebulizer; training; pupil asthma treatment plan

Policy: 5141.21

Legal References (Continued)

N.J.S.A. 18A:40-12.3 Self administration of medication by pupil;

N.J.S.A. 18A:40-12.4 Rules and regulations

N.J.S.A. q8A:54-20 Powers of board - county vocational schools

N.J.S.A. 45:11-23 Definitions

N.J.A.C. 6:29 Health, safety and physical education

See particularly:

N.J.A.C. 6:29-1.3(a)9

Bernards Township Education Association v. Bernards Township Board of Education, 1981 S.L.D. (9/29/81), aff'd State Board, 1982 S.L.D. 4/7/82, aff'd App. Div., unpublished opinion (A-4211-81T3, 5/18/83).

Cross References: 5131.6 Drugs, alcohol, tobacco

5141 Health

5141.1 Accidents

5141.2 Illness

5141.3 Health examinations and immunizations

6153 Field Trips