

DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
JANUARY 23, 2023

REGULAR MEETING AGENDA
LINCOLN ROOSEVELT SCHOOL
34 North Hillside Avenue, Succasunna, NJ 07876

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS

*Anyone wishing to speak about agenda or non-agenda items at a meeting of the Roxbury Township Board of Education must follow these procedures. Located on the front table will be forms entitled, **Speaker Request Form**. Please fill one out indicating your name and address and the agenda item or topic you wish to discuss. After completing the form, return it to the Assistant Business Administrator. Thank you for your cooperation.*

ACCESS AGENDA & EXHIBITS

ONLINE:



I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in a Regular Session for discussion on business before the Board tonight.

The New Jersey Open Public Meetings Law was enacted to insure the public's right to have advance notice of and to attend meetings of public bodies at which business affecting their interest is discussed or acted upon. In accordance with the provisions of the Act, the Board has caused written notice of this meeting and copies of its agenda to be transmitted to:

Roxbury Register - Newspaper

Daily Record - Newspaper

Star Ledger - Newspaper

Roxbury Website – <https://www.roxbury.org/domain/83>

Municipal Clerk

Roxbury Public Library

The notice of tonight's meeting has been posted in the Board's Business office.

II. ROLL CALL

III. RESOLUTION TO MEET IN EXECUTIVE SESSION

January 23, 2023

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on January 23, 2023 regarding personnel matters, student matters, negotiations and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

VII. PRESENTATIONS

- December Service Projects- by Lincoln Roosevelt Students and their Teachers Alison Correnti & Jacqueline Sheplak-Lewis

VIII. CORRESPONDENCE

IX. STUDENT REPRESENTATIVE'S COMMENTS

X. BOARD PRESIDENT'S COMMENTS

XI. SUPERINTENDENT'S REPORT

XII. BUSINESS ADMINISTRATOR'S REPORT

XIII. MINUTES

1. Minutes of the Regular Meeting of December 12, 2022
2. Minutes of the Executive Session of December 12, 2022
3. Minutes of the Reorganization Meeting of Jan 5, 2023

XIV. COMMITTEE REPORTS

Each Committee Chair will advise the full board of the last committee meeting, and the next committee meeting, and any other comments you believe are important for the full board to know.

- A. COMMUNITY RELATIONS/SHARED SERVICES
- B. EDUCATION
- C. FACILITIES
- D. FINANCE
- E. PERSONNEL
- F. POLICIES/GOVERNANCE
- G. NEGOTIATIONS
- H. SUSTAINABILITY

XV. PUBLIC COMMENTS – Action Items – There is a three-minute time limit, per Board Policy.

XVI. ACTION ITEMS

A. Finances (*Resolutions 1-19*)

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the December 2022 bills list totaling 4,019,244.81.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the November 2022 and December 2022 lists of transfers between accounts as presented. Approval by the County Office is not required except as noted on the list.

SECRETARY'S REPORT

- *3. RESOLVED, that the Roxbury Township Board of Education approve the Board Secretary's Reports for November 2022 and December 2022.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Reports for November 2022 and December 2022.

MONTHLY FINANCIAL CERTIFICATION OF THE BOARD SECRETARY AND BOARD OF EDUCATION

- *5. RESOLVED, that the Roxbury Township Board of Education, pursuant to N.J.S.A. 18A:19-4, does certify that no line item account has encumbrances and expenditures which in total exceed the line item appropriation, and

BE IT FURTHER RESOLVED, that pursuant to N.J.S.A. 18A:17-9 and N.J.S.A. 18A:17-36, after review of the Board Secretary's and Treasurer's monthly financial reports for the month of November 2022 and December 2022 that no major accounts and fund balances in the 2022/2023 budget have been over expended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

STUDENT ACTIVITY ACCOUNTS

- *6. RESOLVED, that the Roxbury Township Board of Education approve the Student Activity Accounts monthly bills lists for the month of December 2022 as follows:

Roxbury High School	\$9,152.80	Franklin School	\$0.00
Athletics	\$1,760.00	Kennedy School	\$0.00
Eisenhower Middle School	\$961.00	Jefferson School	\$0.00
Lincoln Roosevelt School	\$0.00	Nixon School	\$0.00

TRAVEL REQUESTS

- *7. RESOLVED, that the Roxbury Township Board of Education approve unavoidable travel costs as presented which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursements are in compliance with the state travel reimbursement guidelines as established by the

Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A-23B-1.1 et seq.

	Name	Workshop Title		Place*	Date of Workshop	Registration Fee	Total Estimated Expenses
1.	Renzetti, Sandra	NJASBO-Pension Update	4	Whippany, NJ	12/13/22	*\$175.00	\$191.07
2.	Argenziano, Chris	Techspo 23'	4	Atlantic City, NJ	1/25-1/27/23	\$565.00	\$884.51
3.	Gottleben, Jeff	Plumbing LLC CE	4	Hackettstown, NJ	1/28/23	\$230.00	\$230.00
4.	Biank, David	Nike Coach of the Year Clinic	4 S-1	Bethlehem, PA	2/10/23	\$95.00	\$144.82
5.	Diorio, Danny	Nike Coach of the Year Clinic	4 S-1	Bethlehem, PA	2/10/23	\$95.00	\$144.82
6.	Misurelli, Frank	Nike Coach of the Year Clinic	4 S-1	Bethlehem, PA	2/10/23	\$95.00	\$144.82
7.	Roumes, Ryan	Nike Coach of the Year Clinic	4 S-1	Bethlehem, PA	2/10/23	\$95.00	\$144.82
8.	Radulic, Loretta	AASA National Conference on Education 2023	4	San Antonio, TX	2/15-2/18/23	\$905.00	**\$2939.81
9.	Seipp, Charles	AASA National Conference on Education 2023	4	San Antonio, TX	2/15-2/18/23	\$905.00	***\$2849.45
10.	Barry, Ken	NJ Music Educators Annual Conference	4	Atlantic City, NJ	2/23-2/24/23	\$180.00	\$325.20
11.	Reiser, Jeannette	2023 Shape NJ Annual Convention	4 S-1	Princeton, NJ	2/27/2023	\$169.00	\$210.07
12.	Esposito, Geri	SACS Coming Back with Confidence - ASAP NJ State Conference	4	East Windsor, NJ	3/9-3/10/23	\$250.00	\$302.73
13.	Kenny, Jennifer	SACS Coming Back with Confidence - ASAP NJ State Conference	4	East Windsor, NJ	3/9-3/10/23	\$250.00	\$250.00
14.	Hancock, Jessie	NJCEC's Annual Spring Conference: Embracing the Whole Child-Promoting Social Emotional Learning	4 S-1	Ramapo, NJ	3/13/23	\$160.00	\$195.63
15.	Bilecci, Jennifer	NJAMLE Annual Conference	4 S-1	Lincroft, NJ	3/15/23	\$125.00	\$176.98
16.	Gallagher, Paul	NJAMLE Annual Conference	4 S-1	Lincroft, NJ	3/15/23	\$125.00	\$165.61
17.	LaMonica, Christina	NJAMLE Annual Conference	4 S-1	Lincroft, NJ	3/15/23	\$125.00	\$192.68
18.	Riffel, Peter	NJSBGA Conference	4	Atlantic City, NJ	3/19-3/22/23	\$325.00	\$965.63
19.	Amico, Karin	Genesis User Group Meeting	4	Montville, NJ	3/28/23	\$0	\$20.39
20.	Connelly, Sheila	Genesis User Group Meeting	4	Montville, NJ	3/28/23	\$0	\$20.39
21.	Katz, Robert	School Transportation Supervisors of New Jersey Conference	4	Atlantic City, NJ	3/30-3/31/23	\$350.00	\$668.96
22.	Poissant, Alan	School Transportation Supervisors of New Jersey Conference	4	Atlantic City, NJ	3/30-3/31/23	\$350.00	\$676.76
23.	McInnes, Cathy	The Role of the School Climate Team	4	Online	1/26/23	\$0	\$0

24.	Grant, Andrea	Catching up students who have fallen behind in reading	4 S-1	Online	1/31/23	\$279.00	\$279.00
25.	Hall, Melissa	NJPSA Code of Conduct Certificate Program	4	Online	2/23/23, 3/1/23, 3/29/23	\$400.00	\$400.00
26.	Maurer, Jennifer	The Role of the School Climate Team	4 S-1	Online	2/23/23	\$0	\$0
27.	Katz, Robert	Emergency Management	4	Online	4/13-5/4/23	\$390.00	\$390.00
28.	Fagan, Meg	NHA - Greatness Project	4 S-2	Online	5/1-5/3/23	\$0	\$0
29.	Blessing, Kelly	Fidelity Certificate	4	Online	Online	\$375.00	\$375.00
30.	Fiscina, Jeffrey	21st-Century Teaching & Learning: Data Science	4	Online	Online	\$149.00	\$149.00
31.	Iversen, Samantha	NFHS Fundamentals of Coaching	4	Online	Online	\$100.00	\$100.00
32.	Jacoby, Adam	NFHS Fundamentals of Coaching	4	Online	Online	\$100.00	\$100.00
33.	Kulick, Justin	King Schools Part 107 Drone Pilot Course	4	Online	Online	\$59.00	\$59.00
34.	Mawn, Matthew	King Schools Part 107 Drone Pilot Course	4	Online	Online	\$59.00	\$59.00

1-State/Federal policy requirements, 2-State curricular requirements, 3-State Initiatives, 4-Individual job requirements, T2-paid for by Title II funding, T3 paid for by Title III funding. Substitute coverage is indicated by "S" followed by the number of days for which a substitute is needed.
 *Amends Resolution XVI.A.7 originally approved on 9/19/22, increase in registration fee.
 **Amends Resolution XVI.A.4 originally approved on 7/11/22, increase in airfare.
 ***Amends Resolution XVI.A.8 originally approved on 6/13/22, increase in airfare.

APPROVAL OF PROPOSAL

- *8. RESOLVED, that the Roxbury Township Board of Education approve the proposal from D&B Service Group, 444 John F. Kennedy Drive, Bloomfield, NJ to provide HVAC Study at Lincoln Roosevelt School in preparation of the application for acceptance into the NJCEP HVAC and Plumbing Grant Programs. The total cost of this proposal is \$15,000.00 and funded through the ARP ESSER grant program.

BE IT FURTHER RESOLVED, the Finance Resolution XVI.A.6 dated December 12, 2022 amends the allocation of funds.

AUTHORIZATION FOR REQUEST FOR PROPOSAL

- *9. RESOLVED, that the Roxbury Township Board of Education authorizes the Business Administrator/Board Secretary to conduct a Request for Proposal for the following services:

Food Service Management Company (FSMC)

AUTHORIZATION FOR REQUEST FOR BIDS

- *10. RESOLVED, that the Roxbury Township Board of Education authorize the Business Administrator/Board Secretary to conduct a Request for Bid for the roof replacements at Franklin Elementary School with Kennedy Elementary and Roxbury High School as alternates.

APPROVAL OF CHANGE ORDER

- *11. WHEREAS, the Roxbury Township Board of Education awarded a contract for the General Repairs and Window Replacements at Kennedy Elementary School and Nixon Elementary School in the total contract sum of \$1,132,000.00 at the April 26, 2021 board meeting, and;

WHEREAS, credit back to Owner for unused project allowances as per Change Order CO-02 listed below:

<i>Change Order #CO-02 (Credit)</i>	<i>Decrease Amount</i>
Total allowance remaining in contract GC-1 General Repair Kennedy ES	\$20,000.00
Total allowance remaining in contract GC-2 General Repair Nixon ES	\$20,000.00
Total allowance remaining in contract GC-3 Window Stool Replacement Kennedy ES	\$1,200.00
Total allowance remaining in contract GC-4 Window Stool Replacement Nixon ES	\$1,200.00
Total Change Order (Credit)	\$42,400.00

NOW, THEREFORE BE IT RESOLVED, that the Roxbury Township Board of Education approve Change Order #CO-02 which will decrease the contract amount by \$42,400.00.

ACCEPTANCE OF GRANT

- *12. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the Community Grant of \$2,000 from Walmart to Roxbury High School Robotics Team.
- *13. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the Emergent and Capital Maintenance Needs Grant through NJSDA and NJDOE for FY2023 in the amount of \$84,074.00.

ACCEPTANCE OF DONATION

- *14. RESOLVED, that the Roxbury Township Board of Education approve the donation from Staples The Office Superstore, LLC, 281 Route 10 E, Succasunna, NJ of 280 School Supply Kits. This donation is valued at \$1,400.00.
- *15. RESOLVED, that the Roxbury Township Board of Education approve the donation from Jewel Electric, LLC 455 3rd Street, Jersey City, NJ 07302 of electrical materials for Structural Design and Fabrication program. This donation is valued at \$1,220.32.
- *16. RESOLVED, that the Roxbury Township Board of Education approve the donation from Andersen Corporation, 100 Fourth Avenue North, Bayport, MN 55003 of Andersen windows for Structural Design and Fabrication program. This donation is valued at \$757.34.
- *17. RESOLVED, that the Roxbury Township Board of Education approve the donation from Broan-NuTone, LLC, 926 West State Street, Hartford, WI 53027 of bathroom fan and light for Structural Design and Fabrication program. This donation is valued at \$147.00.

APPROVAL OF SERVICE PAYMENTS

18. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2022/2023 school year.

	Name	Services Performed	22/23 Payment
1	Rogers, Patricia	EMS Music Theater Costume Designer	\$450

APPROVAL OF DISPOSAL OF PROPERTY

19. RESOLVED, that the Roxbury Township Board of Education approve the discontinued use of the scale located in the nurse’s office at Franklin Elementary School. This item has been identified as obsolete, broken and/or no longer functioning, if unsellable, items will be discarded.

B. Education (Resolutions 1-9)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

HIB REPORT

- *1. RESOLVED, that the Roxbury Township Board of Education affirms the Superintendent’s decisions provided in the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, ending as of December 9, 2022 for Incident Nos. 14 through 21.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2022/2023 school year, beginning December 10, 2022 and ending January 20, 2023 for Incident Nos. 22 through 34.

FIELD TRIPS / COMPETITIONS

3. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following community-based instructional events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Group, then by Trip Destination

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
1	EMS	T.Martino	VISTA	9	Michaels Arts & Crafts Store	Flanders, NJ	2/9/23 (Thu)
2	EMS	T.Martino	VISTA	9	Roxbury Public Library	Succasunna, NJ	2/2/23 (Thu)
3	NES	J.Perez	TIDES	7	Petco	Ledgewood, NJ	2/23/23 (Thu)
4	NES	J.Perez	TIDES; LLD	19	Roxbury Public Library	Succasunna, NJ	2/9/23 (Thu)
* 5	RHS	A.Solotist	SUCCESS	11	Five Below	Ledgewood, NJ	2/1/23 (Wed)
* 6	RHS	A.Solotist	SUCCESS	11	Fuddruckers	Succasunna, NJ	2/17/23 (Fri)

* 7	RHS	B.McGinley ; A.Solotist	SUCCESS	11	Milton United Methodist Church	Oak Ridge, NJ	2/10/23 (Fri)
* 8	RHS	A.Solotist	SUCCESS	11	Walmart Supercenter	Ledgewood, NJ	2/8/23 (Wed)
* 9	RHS	K.Gangemi	VISTA	7	Lakeland Florist	Landing, NJ	1/31/23 (Tue)
* 10	RHS	K.Gangemi	VISTA	7	Michaels Arts & Crafts Store	Flanders, NJ	2/9/23 (Thu)
* 11	RHS	K.Gangemi	VISTA	6	Walmart; The Shops At Ledgewood Commons	Ledgewood, NJ	2/14/23 (Tue)

4. RESOLVED, that based on current and projected positive health conditions, that staff and students be approved for participation in the following educational events as per Board policy, with the understanding that dates are subject to change due to inclement weather, scheduling conflicts, etc.

Organized by School, then by Date of Trip:

	<i>School</i>	<i>Date of Trip</i>	<i>Faculty Sponsor</i>	<i>Group</i>	<i># of Students</i>	<i>Trip Destination</i>	<i>Location</i>	<i>Purpose</i>
1	EMS	2023-01-27 (Fri)	P.Critelli; A.Somers	SUMMIT	10	Rockaway Lanes	Rockaway, NJ	Reward trip earned through class's behavioral-support program
2	EMS	2023-02-17 (Fri)	P.Critelli; A.Somers	SUMMIT	12	Aspen Ice Center	Randolph, NJ	Reward trip earned through class's behavioral-support program
3	EMS	2023-03-23 (Thu)	Gr. 7 Core Teachers ^	Gr. 7	~250	Medieval Times	Lyndhurst, NJ	Students will be able to summarize the contributions that knights had regarding chivalry, and will be able to interpret different perspectives & their implications. ^ D.Babetski; J.Billeci; R.Capra; P.Critelli; E.Esposito; K.Farina; H.Hollenbeck; T.Martino; S.Mauro; T.Midili; A.Pilrun; K.Richardson; T.Roettger; C.Rossi; S.Smith; C.Trautz; K.Volk; M.Volz; A.Warren
4	JES	2023-03-09 (Thu)	B.DeMaio; K.Fox; A.Rose; D.Taggart	Gr. 3	75	SeaQuest	Woodbridge, NJ	Trip will support students' studies of how animals survive using their environment & adaptations.
5	JES	2023-04-19 (Wed)	M.Cosgrove	Gr. 4	73	Lincoln Roosevelt ES	Succasunna, NJ	5th Grade Orientation.
6	JES	2023-05-11 (Thu)	M.DiBiase; K.Graba; E.Szigeti; C.Wilson	Gr. 2	~72	Growing Stage Theater	Netcong, NJ	To see a live theater performance of "Don't Let The Pigeon Drive the Bus!", which relates to the students' ELA studies
7	JES	2023-06-05 (Mon) [Rain date 2023-06-08 (Thu)]	M.Cosgrove	Gr. 4	73	Horseshoe Lake	Succasunna, NJ	4th Grade Picnic & End-of-year activities
8	KES	2023-01-27 (Fri)	N.Marek; A.Somers	REACH	9	Rockaway Lanes	Rockaway, NJ	Reward trip earned through class's behavioral-support program

9	KES	2023-02-21 (Tue)	N.Marek; A.Somers	REACH	8	IHOP	Kenvil, NJ	Reward trip earned through class's behavioral-support program
10	LRS	2023-01-27 (Fri)	E.Neumann; A.Somers	REACH	3	Rockaway Lanes	Rockaway, NJ	Reward trip earned through class's behavioral-support program
11	LRS	2023-02-21 (Tue)	E.Neumann; A.Somers	REACH	8	IHOP	Kenvil, NJ	Reward trip earned through class's behavioral-support program
12	NES	2023-03-06 (Mon)	K.Sobestanovich	Gr. 2	57	Mayo Performing Arts Center	Morristown, NJ	To attend the performance- "The Cat in the Hat" for Read Across America Week; students will be comparing the live play to the written text
13	NES	2023-04-26 (Wed)	J.Rex	Gr. 3	50	The Meadowlands Environment Center	Lyndhurst, NJ	Following an introduction to this unique wetland community, students will act as field biologists, collecting & identifying live specimens, working to piece together a local food chain.
* 14	RHS	2023-01-24 (Tue)	D.Burleigh	Tomorrow's Teachers	15	Lincoln Roosevelt ES	Succasunna, NJ	Part of Kean University's Tomorrow's Teachers Program requirement; students will be completing observation hours of different school settings & classroom learning experiences
* 15	RHS	2023-01-25 (Wed)	D.Burleigh	Tomorrow's Teachers	15			
* 16	RHS	2023-01-27 (Fri)	David Hughes; C.Thompson; A.Somers	SUMMIT	27	Rockaway Lanes	Rockaway, NJ	Reward trip earned through class's behavioral-support program
* 17	RHS	2023-02-08 (Wed)	D.Burleigh	Tomorrow's Teachers	15	Jefferson ES	Succasunna, NJ	Part of Kean University's Tomorrow's Teachers Program requirement; students will be completing observation hours of different school settings & classroom learning experiences
* 18	RHS	2023-02-16 (Thu)	D.Burleigh	Tomorrow's Teachers	15			
* 19	RHS	2023-02-28 (Tue)	J.Tom	Advanced Computer Design; 3D Studio	25	Picatinny Arsenal	Wharton, NJ	Exposure to the industry processes of an engineering company and application of course curriculum to the real world.
* 20	RHS	2023-03-16 (Thu)	A.Theodoropolis	AP Psychology	44	Liberty Science Center	Jersey City, NJ	To attend LSC's "Live From Surgery - Neurosurgery" session; participation will support studies in class of brain anatomy, chemistry, disease, damage, & dysfunction
* 21	RHS	2023-03-18 (Sat)	P.Hachey	Classic Sounds Honors	38	Montclair State University	Montclair, NJ	Students will be performing repertoire learned in class, & participating in vocal music workshops throughout the day.
* 22	RHS	2023-03-30 (Thu)	C.Blough; M.Gottfried; M.Mawn; D.Miller; L.Radulic; C.Seipp	Aviation III	10	Newark Liberty International Airport	Newark, NJ	Students will have an opportunity to get a behind-the-scenes look at how an airport operates, including a special tour of the ATC Tower and United's Maintenance Hangar

* 23	RHS	2023-05-12 (Fri)	C.Forlenza; J.Koch	Academy for Sports Medicine	25	Liberty Science Center	Jersey City, NJ	Students will be able to observe cardiac surgery and ask surgeons about the procedure.
* 24	RHS	2023-05-19 (Fri)	J.McCracken	Senior Class	~200	Dorney Park	Allentown, PA	Senior Trip
* 25	RHS	2023-05-31 (Wed)	F.Caccavale; M.Mawn	Structural Design & Fabrication	38	NJ Convention & Expo Center	Edison, NJ	Students will be attending a Construction Industry Career Day to learn about career options after high school.

APPROVAL OF DISPOSAL OF TEXTBOOKS

5. RESOLVED, that textbooks listed below for the Roxbury Township School District, which have been identified to be outdated, etc. be disposed of according to District Regulation 7300.3, Disposition of Personal Property.

	School	Textbook Title	Publisher	Copyright	ISBN	No. of Copies
1	EMS	Mirrors & Windows: Connecting with Literature: Level III	EMC Publishing	2012	978-0-82196-033-2	300

AUTHORIZATION TO ESTABLISH NEW SPORT

6. RESOLVED, that authorization to establish the 2022/2023 school year as Year One of the following sport on a three-year trial basis be approved by the Roxbury Township Board of Education.

New Sports Three-year trial basis Year 1 as of 2022/2023		
	School	Sport
1	EMS	Baseball

TITLE I SUMMER SCHOOL PROGRAM

7. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve the 2023 Title I Summer School Program for qualifying students from Franklin and Nixon Elementary Schools as follows:

2023 Title I Summer School Program - July 5, 2023 - July 31, 2023

Five Days per Week: Monday - Friday, 8:30 AM - 12:30 PM

Location: Franklin Elementary School

In addition to the program dates, teachers are required to be available at least one day (not to exceed 4 hours) prior to July 5, 2023.

	Positions	Rate of Pay to be paid from Title I Funds	Not to exceed:
a	One (1) Nurse	\$45/hour	20 hours/week
b	Two (2) Paraprofessionals	\$20/hour if holding a NJ standard/CE/CEAS certification; otherwise \$17/hour	20 hours/week
c	Eleven (11) Teachers ^	\$40/hour	20 hours/week
d	One (1) Summer Staff Trainer	\$42/hour	2 hours
e	One (1) Summer School Coordinator	\$47/hour	\$7,100

f	Substitute Nurses	\$45/hour	20 hours/week
g	Substitute Paraprofessionals	\$20/hour if holding a NJ standard/CE/CEAS certification; otherwise \$17/hour	20 hours/week
h	Substitute Teachers	\$40/hour	20 hours/week
i	Substitute for Summer School Coordinator	\$45/hour	20 hours/week
^Grade-level/content assignments to be based upon enrollment.			

INTERNATIONAL STUDENT EXCHANGE

- *8. RESOLVED, that based on current and projected positive health conditions, the Roxbury Township Board of Education approve pupil #76051 from the ISE to be enrolled as a senior in a full course of study at Roxbury High School beginning August 30, 2023 through June 13, 2024.

APPROVAL OF INDEPENDENT STUDY PROJECTS - RHS

- *9. RESOLVED, that the Roxbury Township Board of Education accepts the Independent Study Projects for classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
205469	Contemporary Math	5

C. Policies (Resolutions 1)

The following motion recommended by the Superintendent and School Business Administrator is non-controversial, a matter of routine business and will be voted on by one motion.

- *1. RESOLVED, that the Roxbury Township Board of Education approve the following for first reading:

	Policy/Regulation Number	Policy/Regulation Title	Exhibit Number
a	Policy 1648.11 Abolished	The Road Forward COVID-19 - Health and Safety (M)	P1
b	Policy 0152 Revised	Board Officers	P2
c	Policy 0161 Revised	Call, Adjournment, and Cancellation	P3
d	Policy 0162 Revised	Notice of Board Meetings	P4
e	Policy and Regulation 2423 Revised	Bilingual and ESL Education (M)	P5 & P6
f	Policy and Regulation 5200 Revised	Attendance (M)	P7 & P8
g	Policy 5512 Revised	Harassment, Intimidation, or Bullying (M)	P9
h	Policy 5701 Revised	Academic Integrity	P10

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
i	Policy 8140 Revised	Student Enrollments (M)	P11
j	Regulation 8140 Revised	Enrollment Accounting (M)	P12
k	Policy & Regulation 8330 Revised	Student Records (M)	P13 & P14
l	Regulation 8420.2 Revised	Bomb Threats (M)	P15
m	Regulation 8420.7 Revised	Lockdown Procedures (M)	P16
n	Regulation 8420.10 Revised	Active Shooter (M)	P17

D. Personnel (Resolutions 1-19)

The following motions recommended by the Superintendent and School Business Administrator are non-controversial, a matter of routine business and will be voted on by one motion.

(NOTE: Approval of these resolutions authorizes the Superintendent to submit to the County Superintendent applications for emergent hiring and the candidate's attestation that he/she has not been convicted of any disqualifying crime pursuant to the provisions of N.J.S.A. 18A:6-7.1 et. seq., N.J.S.A. 18A:39-17 et. seq., or N.J.S.A. 18A:6-4.13 et. seq. for those candidates listed below. All appointments are pending verification of employment history pursuant to New Jersey P.L. 2018, c. 5 (N.J.S.A. 18A:6-7.6, et. seq.); contingent upon receipt of proper certification; and all salary placements are pending receipt of college transcripts verifying degree status.)

RESIGNATIONS, RETIREMENTS, TERMINATIONS

- RESOLVED, that the Roxbury Township Board of Education approve the following:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Action</i>	<i>Final day of employment</i>	<i>Discussion</i>
* 1	Elliott, Jayne	TR	Bus Driver	Resignation for retirement purposes	6/30/23	
* 2	Higgins, Janice	RHS	Leave-repl School Counselor	Rescind appt	--	BOE aprvd 1/5/23, XII.E.4.1. Term was to begin 3/1/23.
3	Kreider, Troy	EMS	Leave-repl ELA Electives Teacher	Resignation for personal reasons	1/3/23	
* 4	Panico, Amanda	RHS	Math Teacher	Resignation for personal reasons	3/3/23	
5	Solis, Merced	EMS	Spanish Teacher	Resignation for retirement purposes	6/30/23	

REASSIGNMENTS / TRANSFERS

- RESOLVED, that the staff members listed below be transferred to a new location and/or assignment as indicated:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Effective Date	Discussion
1	Decker, Sonia	Special Education Paraprofessional NES	Special Education Paraprofessional NES JES	1/16/23	
2	Diaz, Kathy	Special Education Teacher (RC) TCH.SPE.RES.NA.41	Special Education Teacher (RC) TCH.SPE.RES.NA.41	1/16/23	
* 3	Krunemarker, Terry	Special Education Teacher (RC) TCH.SPE.RES.NA.03	Special Education Teacher (RC) TCH.SPE.RES.NA.05	1/16/23	
* 4	Maiello, Erin	Special Education Teacher (RC) TCH.SPE.RES.NA.05	Special Education Teacher (RC) TCH.SPE.RES.NA.03	1/16/23	

3. RESOLVED, that the Roxbury Township Board of Education approve the reassignment and change in salary for the staff members listed below:

	Name	Former Assignment & Loc.	New Assignment & Loc.	Pay Rate	Effective Date	Discussion
1	Agresta, Lauren	Permanent Substitute Teacher TCH.SUB.PERM.LRS.02	Substitute Teacher (exceeds 20 consecutive days) LRS	\$200.00 per diem	1/31/23 or sooner if nec, thru 3/3/23	Coverage for position TCH.SPE.RES.NA.42
2	Fehsal, Jennifer	Bus Aide AID.BUS.TRN.NA.01	Bus Driver BUS.TR.DRI.RE.64	\$28.25 hourly	1/18/23	New budgeted position
# 10-month employee shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group						

LEAVES OF ABSENCE

4. RESOLVED, that the Roxbury Township Board of Education approve the following:

	Employee	Leave Start Date	Paid Leave	Unpaid FMLA/ NJFLA ^	Return Date	Discussion
* 1	14202	1/19/23	Using 31 sick days	n/a	3/6/23	
2	16329	12/6/22	Using available sick days	n/a	3/27/23	Amends Return Date app'd 12/12/22, XVI.C.6.3.
3	18273	1/19/23	Using available sick days	n/a	Upon release by physician	Antic ret 2/2/23
4	18468	3/20/23 or sooner if nec	Using 19 sick days	FMLA/NJFLA	Start of 24/25 SY	
5	19794	4/17/23 or sooner if nec	Using available sick then personal days	FMLA/NJFLA	Start of 24/25 SY	
6	20172	2/21/23	n/a	FMLA/NJFLA	3/15/23	
7	21531	5/22/23	Using available sick days	n/a	Upon release by	Antic ret 8/28/23

					physician	
* 8	22671	4/3/23 or sooner if nec	Using 10 sick days	FMLA/NJFLA	8/28/23	
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

APPOINTMENTS

5. RESOLVED, that the Roxbury Township Board of Education approve the following:

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
* 1	Cappello, Natalia	RHS	Math Teacher	22/23 MA+30 Step 20	\$92,015 prorated	3/27/23 ^,^^	6/30/23	Tenure-track replacement in position TCH.RHS.MAT.NA.09.
2	Reed, Tracey	NES	Permanent Substitute Teacher (0.80)	N/A	\$160.00 per diem	1/24/23	6/30/23	Tenure-track replacement in position TCH.SUB.PERM.NES.01; not to exceed 4 days/wk
* 3	Meixsell, Theodore	TR	Mechanic	REA Maint	\$56,000 prorated	1/24/23 ^,^^	6/30/23	Position BUS.TR.MECH.NA.02 replacing BUS.TR.MGR.NA.01
# 10-month employee shall start on the first day of the 2022-23 calendar for the bargaining unit. ^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer.								

APPOINTMENTS - LEAVE REPLACEMENTS

*6. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions:

	Name	Loc	Position	Salary	Start Date	End Date	Discussion
1	Arcieri, Brianna	RHS	Leave-repl School Counselor	\$300.00 per diem	3/1/23 or sooner if nec ^	6/15/23	Replacement in position TCH.RHS.GUI.NA.02
2	Kuronya, Vanessa	RHS	Leave-repl School Counselor	\$300.00 per diem	3/1/23 or sooner if nec ^	6/15/23	Replacement in position TCH.RHS.GUI.NA.01.
^ Employment start date is pending completion of documentation in accordance with the law or district policy.							

APPOINTMENTS - HOURLY EMPLOYEES

7. RESOLVED, that the Roxbury Township Board of Education approve the following staff members:

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
1	Hammaren, Jill	EMS	Special Education Paraprofessional	REA Paraprof Step 9	\$20.28	1/24/23	6/30/23	RC Program replacement in position AID.SPE.PT.NA.08; not to exceed 29.5 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy. ^^ Employment start date is pending release from current employer. # 10-month employees shall start on the first day of the 2022-23 calendar for this bargaining unit / employee group.								

8. RESOLVED, that the Roxbury Township Board of Education amend the start dates for previously approved appointments:

	<i>Name</i>	<i>Loc</i>	<i>Position</i>	<i>Salary Guide / Step</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Prior BOE Aprvl</i>	<i>Discussion</i>
1	Mongak, Kimberly	EMS	Special Education Paraprof	REA Paraprof Step 8	\$19.70	1/18/23	6/30/23	1/5/23	RC Program replacement in position AID.SPE.PT.NA.03; not to exceed 29.5 hrs/wk

APPOINTMENTS - SUBSTITUTES

- *9. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i> [^]	<i>End Date</i>	<i>Discussion</i>
1	Arcieri, Brianna	RHS	Substitute Teacher	22/23 Board approved Sub Rate	2/6/23	2/28/23	1 transition day prior to Leave-repl assignment in BOE 1/23/23 XVI.D.6.1.
2	Kuronya, Vanessa	RHS	Substitute Teacher	22/23 Board approved Sub Rate	2/6/23	2/28/23	1 transition day prior to Leave-repl assignment in BOE 1/23/23 XVI.D.6.2.
3	Coimbatore Rajasekaran, Sudha	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
4	Fiore, Nicole	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
5	Gershenfeld, Steven	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
6	Hussein, Nihal	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
7	Kalodner, Isabel	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
8	Stahl, Owen	District	Substitute Teacher, Paraprofessional, and Secretary	22/23 Board approved Sub Rate	1/24/23	6/30/23	
[^] Start date pending receipt of documentation in accordance with law and district policy. # Substitutes may start on the first student day of the 2022-23 calendar.							

10. RESOLVED, that Ms. Victoria Yodice, District Permanent Substitute Nurse (ESSER II funded) be approved to serve as the Registered Nurse on the Eisenhower Middle School Gr. 7 & 8 Band, Choral, & Orchestral ensembles trip to the Music in the Parks Festival &

Awards Ceremony in Allentown, PA on Friday, May 19, 2023 at an hourly rate of \$40.71 based on her per diem rate of \$285.00.

APPOINTMENTS - INTERIM & TRANSITIONAL SUBSTITUTE STAFF

11. RESOLVED, that the Roxbury Township Board of Education approve the following non-tenure track positions for the 2022/2023 school year on an as needed basis:

	<i>Name</i>	<i>Loc.</i>	<i>Position</i>	<i>Salary</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Marek, Natalie	KES	Transitional Substitute Teacher (REACH)	\$230.00 per diem	12/13/22	Upon issuance of certification	Extends <i>End Date</i> app'd 12/12/22, XVI.C.14.2. Coverage for position TCH.SPE.RCH.BD.05
2	Mattia, Christopher	EMS	Transitional Substitute Teacher (H/PE)	\$230.00 per diem	1/11/23	3/31/23 or sooner pending certification documentation	Amends <i>Start Date</i> and extends <i>End Date</i> app'd 1/5/23, XII.E.7.1. Coverage for position TCH.EMS.PEH.NA.01.
* 3	Meeth, Justin	RHS	Transitional Substitute Teacher (H/PE)	\$230.00 per diem	10/24/22	Upon issuance of certification	Extends <i>End Date</i> app'd 12/12/22, XVI.C.14.3. Coverage for position TCH.RHS.HPE.NA.05
4	O'Connor, Christine	NES	Transitional Substitute Teacher (Special Education, TIDES)	\$230.00 per diem	8/25/22	Upon issuance of certification	Extends <i>End Date</i> app'd 12/12/22, XVI.C.14.4. Coverage for position TCH.SPE.AUT.NA.01
^ Appointment is pending completion of documentation in accordance with the law or district policy.							

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

- *12. RESOLVED, that the following substitutes be approved on an as needed basis:

	<i>Name</i>	<i>Position</i>	<i>Hourly Rate</i>	<i>Start Date</i>	<i>End Date</i>	<i>Discussion</i>
1	Varvar, Gloriana	Substitute Bus Driver	\$25.00	1/24/23 ^	6/30/23	Not to exceed 24 hrs/wk

SALARY ADJUSTMENTS - CERTIFICATED STAFF

- *13. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2022/2023 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	<i>Name</i>	<i>Loc</i>	<i>Program/ Class</i>	<i>Extra Blocks assigned:</i>	<i>Effective</i>	<i>Salary Guide / Step</i>	<i>Addl. Salary not to exceed</i>	<i>Discussion</i>

1	Basso, Gregory	RHS	Algebra I OCR, Block 5	1 block on B days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 MA+30 Step 21	\$642	^
2	Damelio, Kellie	RHS	Biology A, Block 4	1 block on A days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 MA+30 Step 16-17	\$2,023	#
3	Damelio, Kellie	RHS	SUMMIT PE, Block 8	1 block on B days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 MA+30 Step 16-17	\$540	^
4	De Rosa, Mary	RHS	Anatomy and Physiology (H), Block 8	1 block on B days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 BA, Step 23	\$2,423	#
5	Dunn, Robin	RHS	Biology A, Block 5	1 block on B days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 MA+30, Step 21	\$2,567	#
6	Fagan, Margaret	RHS	Anatomy and Physiology (H) Lab, Block 7D	0.5 block on B days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 MA+30 Step 23	\$1,365	#
7	Fagan, Margaret	RHS	SUMMIT Biology, Block 1	1 block on A days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 MA+30 Step 23	\$853	^
8	Gibson, Ryan	RHS	Algebra I ICR, Block 3CD	1 block on A days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 BA+30 Step 11-13	\$584	^
9	Hughes, David	RHS	SUMMIT Culinary, Block 5	1 block on B days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 MA+30 Step 18	\$561	^
10	Kulick, Justin	RHS	Anatomy and Physiology (H), Block 2	1 block on A days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 MA+30, Step 18	\$2,104	#
11	Terranova, Laurie	RHS	Anatomy and Physiology (H) Lab, Block 3A	0.5 block on A days w/in A/B day schedule @ RHS	1/19/23-3/3/23	22/23 MA+30, Step 16-17	\$1,012	#
12	Thompson, Carie	RHS	SUMMIT PE, Block 4	1 block on A days w/in A/B day schedule @ RHS	2/1/23-2/13/23	22/23 MA+30 Step 16-17	\$674	^
^ Coverage for position TCH.SPE.RES.NA.05. # Coverage for position TCH.RHS.SCI.NA.03.								

SALARY ADJUSTMENTS - HOURLY EMPLOYEES

- *14. RESOLVED, that the Roxbury Township Board of Education amend the payment of salary for the following part-time REA Paraprofessionals who are now working five days per week:

	Name	Step	Hourly Rate	Start Date	End Date	Discussion
1	Howard, Valerie	12	\$22.13	1/9/23	6/30/23	Salary payable in equal monthly installments not to exceed 29.5 hours/week

APPROVAL OF SERVICE PAYMENTS

15. RESOLVED, that the Roxbury Township Board of Education approve payment to the following individuals for their services to the district as indicated below for the 2022/2023

school year. At this time, use of the services and payment for services is contingent upon the status of school closures and the ability to fulfill the responsibilities associated with provision of services.

	Name	22/23 Payment	Services Performed
1	Salyerds, R. Daniel	\$250	Accompanist for the EMS Winter Choir Concert held on 12/6/22
2	Salyerds, R. Daniel OR Sweer, Krista	\$250	Accompanist for the EMS Spring Choir Concert to be held on 5/10/23
* 3	Barry, Kenneth	\$700 #	Playing in the pit orchestra at three rehearsals and four performances for the Roxbury HS 2023 Spring Musical, "Into the Woods"
* 4	Goodwin, James	\$700 #	
* 5	Monaghan, Mark	\$700 #	
* 6	Sweer, Krista	\$700 #	
* 7	Sweer, Ryan	\$700 #	
# The Board will be reimbursed through fundraising and ticket sales			

STUDENT TEACHERS/INTERNS

16. RESOLVED, that the following student teacher/intern assignment be approved as per the placement requirements in Policy 9541- Student Teachers/Interns:

<i>Student-Teacher/Intern</i>					<i>Roxbury Cooperating Teacher</i>		
	<i>Name</i>	<i>College/Univ</i>	<i>Placement Sought</i>	<i>Term</i>	<i>Name</i>	<i>Position</i>	<i>Loc</i>
1	Kunde, Mary	TCNJ	Clinical Internship, ESL	1/24/23 ^ - 5/5/23	Demarest, Karen	ESL Teacher	FES
^ Start date pending receipt of documentation in accordance with law and district policy.							

COMMUNITY SCHOOL

- *17. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School Ski & Snowboard Clubs. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Instructor	Position	Loc	Pay Rate	Start Date	End Date	Discussion
1	Gottfried, Michael	Ski Club Chaperone	Gr 5-12	\$0.00	1/1/23	3/30/23	Complimentary Lift Tickets only; no monetary compensation (11/14 placeholder)
2	Kelly, Megan	Ski Club Chaperone	Gr 5-12	\$0.00	1/1/23	3/30/23	Complimentary Lift Tickets only; no monetary compensation (11/14 placeholder)
3	Mulch, Jean	Ski Club Chaperone	Gr 5-12	\$0.00	1/1/23	3/30/23	Complimentary Lift Tickets only; no monetary compensation (11/14 placeholder)
4	Demova, Bohdanka	RHS Co-Advisor	RHS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution
5	Gibson, Ryan	RHS Co-Advisor	RHS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution

6	O'Brien, William	EMS Co-Advisor	EMS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution
7	Terranova, Laurie	EMS Co-Advisor	EMS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution
8	Osbun, Jamie	LRS Co-Advisor	LRS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution
9	Rodgers, Susanna	LRS Co-Advisor	LRS	\$30/Hr	1/1/23	3/30/23	Amends 11/14 resolution

18. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2023/2024 Roxbury Community School Course Offerings. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Program	Instructor	Loc	Pay Rate	Start Date	End Date	Discussion
1	Summer Art Camp (Gr 1-4) - Week 1	Hagemann, Regina	EMS	\$180/Student	6/19/23	6/23/23	
2	Summer Art Camp (Gr 5-8) - Week 2	Hagemann, Regina	EMS	\$180/Student	6/26/23	6/30/23	

19. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2022/2023 Roxbury Community School B.A.S.E.S. Program. All expenses will be paid from collected tuition and employment is dependent upon sufficient enrollment.

	Instructor	Loc	Title	Hourly Pay Rate	Start Date	End Date	Discussion
1	Rose, Andrew	K-4	Certified	\$35.00	1/18/23	6/30/23	

E. Executive Session

- *1. WHEREAS, Chapter 231, P.L. 1975, also known as the Sunshine Law, authorizes a public body to meet in Executive Session under certain limited circumstances; and

WHEREAS, said law requires the Board of Education to adopt a resolution at a public meeting before it can meet in such an Executive Session; and

WHEREAS, the Board of Education is anticipating to hold a Regular Meeting on February 13, 2023 at 6:30 p.m. and;

WHEREAS, the Board of Education intends to discuss matters in Executive Session at this meeting;

NOW THEREFORE, BE IT RESOLVED, that the Roxbury Township Board of Education expects to discuss personnel, student matters, negotiations and matters covered by attorney client privilege during the aforementioned Executive Session; and

January 23, 2023

BE IT FURTHER RESOLVED, that the public portion of the aforementioned Roxbury Township Board of Education Regular Meeting will commence at 7:30 p.m.

- XVII. PUBLIC COMMENTS – There is a three-minute time limit, per Board Policy.
- XVIII. BOARD MEMBER COMMENTS
- XIX. EXECUTIVE SESSION - (IF NECESSARY)
- XX. PUBLIC SESSION – (IF NECESSARY)
- XXI. ADJOURNMENT

POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

1648.11 THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

M

~~The Board of Education plans to provide full-day, full-time, in-person instruction and operations for the 2021-2022 school year. In June 2021, the New Jersey Department of Health (NJDOH) and the New Jersey Department of Education (NJDOE) worked collaboratively to develop guidance, The Road Forward—Health and Safety Guidance for the 2021-2022 School Year (The Road Forward).~~

~~The Road Forward replaces the mandatory anticipated minimum standards outlined in the NJDOE’s “The Road Back—Restart and Recovery Plan for Education” (June 2020) and provides a range of recommendations rather than mandatory standards. These recommendations are meant to assist school districts in implementing protocols to reduce risks to students and staff from COVID-19 while still allowing for full-time learning.~~

~~The Board considered many factors as they prepared for the 2021-2022 school year, including the level of COVID-19 transmission in the community at large and in the school community, as well as vaccination coverage rates in both the community at large and the school community.~~

~~For the purpose of this Policy, “Order” shall mean any Governor of New Jersey Executive Order, New Jersey State Agency mandate, Centers for Disease Control and Prevention (CDC) guidance, New Jersey statute, or administrative code requiring compliance by the school district.~~

~~The Board considered the recommendations outlined in The Road Forward guidance to develop health and safety protocols which have been set forth and memorialized in the District’s own Road Forward FID plan. The Board will consider all recommended Orders and comply with all mandatory Orders when developing health and safety protocols and reviewing them periodically.~~

~~The Board considered the recommendations outlined in The Road Forward to develop the school district’s COVID-19 protocols in the following areas and included in corresponding Appendices:~~

~~A. General Health and Safety Concerns of Students, Staff Members, and Visitors~~

~~1. Vaccination—See Appendix A.;~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~2. Communication with the Local Health Department
See Appendix B.;~~

~~3. Mask Wearing Protocol See Appendix C.;~~

~~4. Physical Distancing and Cohorting Protocols See Appendix D.;~~

~~5. Hand Hygiene and Respiratory Etiquette Protocols
See Appendix E.;~~

~~6. Provision of Meals See Appendix F.; and~~

~~7. Transportation Protocols See Appendix G.~~

~~B. Cleaning, Disinfection, and Airflow See Appendix H.~~

~~C. Screening, Exclusion, and Response to Symptomatic Students and Staff
Members See Appendix I.~~

~~D. Contact Tracing See Appendix J.~~

~~E. Testing See Appendix K.~~

~~F. Student and Staff Member Travel See Appendix L.~~

~~The absence of one or more of the recommendations outlined in The Road Forward and/or in the school district's health and safety protocols will not prevent the reopening of the school(s) in the district for full day in person operation with all enrolled students and staff members present.~~

~~Pursuant to N.J.S.A. 18A:7F-9, schools must be in session for 180 days to receive State Aid. The statute requires that school facilities be provided for at least 180 days during the school year. N.J.S.A. 18A:7F-9(b) indicates when a school district is required to close the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive and/or recommendation by the appropriate health agency or officer to institute a public health-related closure, days of virtual or remote instruction commensurate with in-person instruction will count toward the school district's 180-day requirement.~~

~~The school district may be confronted with the incidence of COVID-19 positive cases among staff and/or students. If the school district is required to exclude a~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~student, group of students, a class, or multiple classes as a result of possible exposure to COVID-19, while the school itself remains open for in-person instruction, the school district may offer virtual or remote instruction to those students in a manner commensurate with in-person instruction to the extent possible. In circumstances when the school facilities remain open and in-person instruction continues in those classrooms that are not required to quarantine, those days in session will also count toward the school district's 180-day requirement in accordance with N.J.S.A. 18A:7F-9.~~

~~The school district anticipates updates to The Road Forward and as such this Policy is subject to review by the Superintendent to ensure compliance with Orders that may arise after Board adoption of this Policy. All revisions to Orders affecting this Policy and corresponding Appendices shall be reviewed by the Superintendent with the Board Attorney, School Physician, and Board of Education, if appropriate. The Superintendent may revise the health and safety protocols included in any Appendix as necessary and appropriate. All students, parents, and staff members will be notified of any changes to school district-developed protocols implemented as a result of this Policy, as appropriate.~~

Adopted: 20 September 2021

Appendix A

Vaccination

~~The school district may include in Appendix A the locally developed protocols to:-~~

- ~~a. — Determine the vaccination status of students and staff.~~
- ~~b. — Actively promote vaccination for all eligible students and staff.~~

Appendix B

Communication with the Local Health Department

~~The school district may include in Appendix B the locally developed protocols to:-~~

- ~~a. — Maintain close communication with the Local Health Department in order to provide information and share resources on COVID-19 transmission, prevention, and control.~~



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

- b. ~~Establish procedures for Local Health Department notification and response to COVID-19 illness in school settings.~~

~~Appendix C~~

~~Mask Wearing Protocol~~

The school district shall include in Appendix C the locally developed protocols to:

- a. ~~Address all mandatory Orders regarding the use of masks in schools.~~

~~Appendix D~~

~~Physical Distancing and Cohorting Protocols~~

The school district may include in Appendix D the locally developed protocols to:

- a. ~~Implement physical distancing measures as an effective COVID-19 prevention strategy.~~
 -
 - (1) ~~Maintaining three feet of distance between students in classroom settings.~~
 -
 - (2) ~~Consider structural interventions within classrooms to aid with social distancing.~~
 -
 - (3) ~~Outside of the classroom, a school district should consider approaches to implement physical distancing.~~
 -
- b. ~~Address the use of cohorts or groups of students with dedicated staff who remain together throughout the day.~~
-

~~Appendix E~~

~~Hand Hygiene and Respiratory Etiquette Protocols~~



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~The school district may include in Appendix E the locally developed protocols to:-~~

- ~~a. — Teach and reinforce hand washing.~~
- ~~-~~
- ~~b. — Encourage students and staff to cover coughs and sneezes with a tissue if not wearing a mask.~~
- ~~-~~
- ~~c. — Maintain adequate hand hygiene and respiratory etiquette supplies.~~

ABOLISHED



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ROXBURY TOWNSHIP
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THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix F~~

~~Provision of Meals~~

~~The school district may include in Appendix F the locally developed protocols to:~~

- ~~a. Implement layered prevention strategies to help mitigate the spread of COVID-19 in cafeterias or other group dining areas.~~

ABOLISHED



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix G~~

~~Transportation Protocols~~

~~The school district shall include in Appendix G the locally developed protocols to:~~

- ~~a. Address the use of masks on school buses.~~

~~The school district may include in Appendix G the locally developed protocols to:~~

- ~~a. Address mitigation strategies to reduce the risk of infection on a school bus.~~

ABOLISHED



POLICY

~~Appendix H~~

~~Cleaning, Disinfection, and Airflow~~

~~The school district may include in Appendix H the locally developed protocols to:~~

- ~~a. Clean and disinfect surfaces and objects that are touched often; such as desks, countertops, doorknobs, computer keyboards, hands on learning items, faucet handles, phones, and toys at least daily.~~
- ~~b. Improve airflow to the extent possible to increase circulation of outdoor air, increase the delivery of clean air, and dilute potential contaminants.~~



POLICY

THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix I~~

~~Screening, Exclusion, and Response to Symptomatic Students and Staff Members~~

~~The school district may include in Appendix I the locally developed protocols to:~~

- ~~a. Establish procedures to identify and respond to a student or staff member who becomes ill with COVID-19 symptoms.~~

~~Appendix J~~

~~Contact Tracing~~

~~The school district may include in Appendix J the locally developed protocols to:~~

- ~~a. Identify school based close contacts of positive COVID-19 cases in the school.~~
- ~~b. Notify parents and staff of the close contact exposure and exclusion requirements while maintaining confidentiality.~~

~~Appendix K~~

~~Testing~~

~~The school district may include in Appendix K the locally developed protocols to:~~

- ~~a. Identify rapid viral testing options in their community for the testing of individuals who were exposed to someone with COVID-19.~~
- ~~b. Develop and implement screening testing as a strategy to identify cases and prevent secondary transmission.~~



POLICY

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BOARD OF EDUCATION

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THE ROAD FORWARD COVID-19- HEALTH AND SAFETY (M)

~~Appendix L~~

~~Student and Staff Member Travel~~

~~The school district may include in Appendix L the locally developed protocols to:~~

- ~~a. Follow the recommended CDC guidelines for student and staff member travel out of State.~~

ABOLISHED



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

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BOARD OFFICERS

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice-President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.~~

The person with the majority vote of the members of the Board present and constituting a quorum shall be elected. In the event no candidate receives a majority vote of the Board members present and constituting a quorum, the procedure shall be repeated until someone receives a majority vote of those Board members present and constituting a quorum.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon them him/her by law may be removed by a majority vote of all of the Board members of the Board present and constituting a quorum. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.



POLICY

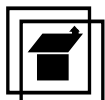
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BOARD OF EDUCATION

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N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 5 October 2015

Revised: TBD



POLICY

ROXBURY TOWNSHIP
BOARD OF EDUCATION

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CALL, ADJOURNMENT, AND CANCELLATION

0161 CALL, ADJOURNMENT, AND CANCELLATION

All The Board of Education meetings shall be meet in public and each Board shall hold a meeting session at least once every two months during the period in which the schools in the district are in session.

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when presented with a petition signed by a majority of the full membership of the Board requesting the special meeting.

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess or adjourn to an adjourned meeting at a time, date, and place announced at the time of the recess or before the adjournment takes place. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minute book.

N.J.S.A. 18A:10-6

N.J.A.C. 6A:32-3.1

Adopted: 14 October 2013

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Public Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; mailed, telephoned, telegraphed, **emailed**, or hand delivered to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting. ~~The Board Secretary shall notify, in writing and no later than forty-eight hours in advance of the meeting, each Board member and each person who has duly requested such notification of the time, date, location, and, to the extent it is known, the agenda of any regular, special, or rescheduled meeting. Forty-eight hour notice shall also be posted in the administration building, delivered to two newspapers designated by the Board, and filed with the clerk of the Roxbury Township, except that forty-eight hour notice is not required where the time, date, and location of the meeting has been published in the annual list of meetings approved by the Board in accordance with law. The requirement of notice will also be adhered to in the event of a Board meeting held through electronic means including all access information for the electronic session including the physical location as described in Bylaw 0160.1.~~

In accordance with N.J.S.A. 10:4-9, uUpon the affirmative vote of three-quarters of the members present, the Board may **hold a meeting** ~~meet~~ **notwithstanding the failure to provide adequate notice if:**



1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d by telephone, telegram email, or by delivering a written notice of same to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

~~in the absence of adequate notice, provided that discussion and action is limited to specific and unforeseen or unforeseeable matters of such urgency and importance that delay for the provision of notice would be likely to result in substantial harm to the public interest and that notice is given as soon as possible after the call of the meeting in accordance with the provisions of law and this bylaw.~~

Personal Notice of Meeting

~~The Board shall provide personal notice in writing to an adult student, the parent(s) or legal guardian(s) of a minor student, an employee or officer of this district, or a prospective employee whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session.~~

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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NOTICE OF BOARD MEETINGS

all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that ~~Such personal notice~~ will include the date and time of the ~~closed session private meeting~~, the subject or subjects scheduled for discussion at the ~~closed session private meeting~~, and the right of the ~~affected person individual given notice~~ to request that the discussions be conducted at a public meeting. ~~Such Personal~~ notice will be given no less than forty-eight hours in advance of the ~~closed session private meeting~~.

A written request for public discussion must be ~~signed by the person making the request and must be~~ submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this ~~B~~bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a ~~disabled~~ student.

N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b
N.J.S.A. 18A:6-11; 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 14 October 2013
Revised: 16 March 2020
Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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BILINGUAL AND ESL EDUCATION (M)

2423 BILINGUAL AND ESL EDUCATION (M)

M

The Board of Education will provide programs of bilingual education, English as a second language (ESL), and English language services **program** for English language learners (ELLs) as required by law and rules of the **New Jersey** State Board of Education. ELLs are those students whose native language is other than English and who have varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability pursuant to N.J.S.A. 18:35-15 **through** ~~to~~ **26.1.**

Identification of **Eligible** ELLs

The district shall use a multi-step process at the time of enrollment to determine the native language of each ELL. The district shall:

1. **Maintain a census indicating all identified students whose native language is other than English; and**
2. **Administer the Statewide home-language survey to determine which students in Kindergarten to grade twelve whose native language is other than English must be screened further to determine English language proficiency. The Statewide home-language survey shall be administered by a bilingual/ESL or other certified teacher and shall be designed to distinguish students who are proficient English speakers and need no further testing.**

The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English by administering an English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education (Department) standard on a language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.



~~The Board will conduct a screening process to determine the native language of each ELL at the time of enrollment in the school district. A census shall be maintained of all identified students whose native language is other than English. The English language proficiency of each student whose native language is not English shall be determined by a screening process that includes the administration of a New Jersey Department of Education approved English language proficiency test, an assessment of the student's level of reading in English, a review of the student's previous academic performance including their performance on standardized tests in English, and a review of the input of teaching staff members responsible for the educational program for ELLs.~~

Bilingual Programs for ELLs Program Implementation

The district shall provide the following programs:

1. An English language services program **in accordance with N.J.A.C. 6A:15-1.2** ~~to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program;~~
2. An ESL program **in accordance with N.J.A.C. 6A:15-1.2** ~~that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district; and~~
3. A bilingual education program **in accordance with N.J.A.C. 6A:15-1.2** ~~whenever there are twenty or more ELLs in any one language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. Where the age range, grade span, and/or geographical location of eligible students makes a full-time bilingual program impractical, the Board may annually offer an instructional program alternative, provided a waiver for the alternative program has been requested and approval has been granted by the Department of Education. The Board may establish a program in bilingual education for any language classification with fewer than twenty students.~~

All teachers in these programs shall be appropriately certified in accordance with the requirements as outlined in N.J.A.C. 6A:15-1.9. Every student participating in a bilingual, ESL, or English language services program shall be entitled to



continue such participation for a period of three years pursuant to N.J.S.A. 18A:35-19.

Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry

Students enrolled in ~~the~~ a bilingual, ESL, or English language services program shall be assessed annually using ~~English Language Placement (ELP) assessments a New Jersey Department of Education-approved English language proficiency test~~ to determine their progress in achieving English language proficiency goals and readiness for exiting the program. ~~Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2., shall be assessed annually using an alternate ELP assessment.~~

ELLs enrolled in a bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to ~~exit a bilingual, ESL, or English language services program through a Department-established criteria on an ELP assessment and a Department-established English language observation form.~~ ~~A function successfully in the English-only program.~~ The process to determine the readiness or inability of the individual student to ~~function successfully in the English-only program~~ shall be initiated by the student's level of English proficiency as measured by a ~~first achieve the New Jersey Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test.~~ The student's readiness ~~of the student~~ shall be further assessed by ~~on the use basis of a Department-established English language observation form multiple indicators that considers shall include,~~ at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.

In accordance with provisions of N.J.S.A. 18A:35-22.1, a parent may remove a student who is enrolled in a bilingual education program at any time; except that during the first three years of a student's participation in a bilingual education program, the parent may only remove the student at the end of each school year. ~~If during the first three years of a student's participation in a bilingual education program,~~ a parent wishes to remove the student prior to the end of each school year, the removal ~~shall~~ ~~must~~ be approved by the Executive County Superintendent of Schools. ~~If the Executive County Superintendent determines the student should remain in the bilingual education program until the end of the school year,~~ ~~t~~The parent may appeal the Executive County Superintendent's decision to the



Commissioner of Education or designee pursuant to the provisions of N.J.S.A. 18A:35-19.2.

Newly exited students who are not progressing in the mainstream English program may be considered for re-entry to bilingual and ESL programs in accordance with the provisions of N.J.A.C. 6A:15-1.10(e)1 through (e)5.

When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the student's parent shall be informed by mail of the placement determination. A parent or teaching staff member who disagrees with the proposed placement may appeal the decision in writing to the Superintendent of Schools or designee, who will provide a written explanation for the decision within seven working days. The complainant may appeal this decision in writing to the Board within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the A complainant not satisfied with the Board's determination of the appeal may appeal to the Commissioner of Education.

Parental Involvement

The parents of ELLs will be notified in accordance with the provisions of N.J.A.C. 6A:15-1.13 that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services education program. Notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English. The notice must also include a statement that the parents have the option of declining their child's enrollment in a bilingual program, and shall be given an opportunity to do so if they choose.

The district will notify the parents of ELLs by mail within thirty days of the child's identification.

Parents shall receive progress reports of students enrolled in bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the district.

The Superintendent or designee will provide for the maximum practical involvement of parent(s) of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language



services education programs. A ~~school~~ district that implements a bilingual education program shall establish a parent advisory committee on bilingual education of which the majority membership shall ~~will~~ be parents of ELLs.

Graduation

ELLs will qualify for graduation from high school in accordance with N.J.A.C. 6A:8-5.1(a) and Policy 5460.

Program Plan

The Superintendent shall prepare and submit a plan for a bilingual, ESL, or English language services program every three years to the Board and the New Jersey Department of Education for approval in accordance with the provisions of N.J.A.C. 6A:15-1.6.

N.J.S.A. 18A:35-15 through 18A:35-~~26.1~~²⁵
N.J.A.C. ~~6A:14-4.10~~; 6A:15-1.1 et seq.

Adopted: 14 October 2013

Revised: 15 August 2016

Revised: TBD



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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BILINGUAL AND ESL EDUCATION (M)

R 2423 BILINGUAL AND ESL EDUCATION (M)

M

A. Definitions (N.J.A.C. 6A:15-1.2)

1. “Alternate English language proficiency assessment” (alternate ELP assessment) means a New Jersey Department of Education-approved assessment for students with the most significant cognitive disabilities that assesses a student’s English language proficiency on the four domains of listening, speaking, reading, and writing, and that is aligned with the State’s academic achievement standards, as permitted under the Every Student Succeeds Act (ESSA) and the Individuals with Disabilities Education Act (IDEA).
21. "Bilingual education program" means a full-time program of instruction in all courses or subjects that a child is required by law or rule to receive, given in the native language of English language learners (ELLs) enrolled in the program and also in English; in the aural comprehension, speaking, reading, and writing of the native language of ELLs enrolled in the programs, and in the aural comprehension, speaking, reading, and writing of English; and in the history and culture of the country, territory, or geographic area that is the native land of the parents of ELLs enrolled in the program, and in the history and culture of the United States.
32. "Bilingual part-time component" means a program alternative in which students are assigned to mainstream English program classes, but are scheduled daily for their developmental reading and mathematics instruction with a certified bilingual teacher.
43. "Bilingual resource program" means a program alternative in which students receive, on an individual basis, daily instruction from a certified bilingual teacher in identified subjects and with specific assignments on an individual student basis.
54. "Bilingual tutorial program" means a program alternative in which students receive are provided one period of instruction from a certified bilingual teacher in a content area required for graduation and a second period of tutoring in other required content areas.



65. "Dual-language bilingual education program" means a full-time program of instruction in elementary and secondary schools that provides structured English language instruction and instruction in a second language in all content areas for ELL students and for native English speaking students enrolled in the program.
76. "Educational needs" means the particular educational requirements of ELLs; the fulfillment of which will provide them with equal educational opportunities.
87. "English as a second language (ESL) program" means a daily developmental second-language program of at least one period of instruction based on student language proficiency **that** ~~which~~ teaches aural comprehension, speaking, reading, and writing in English using second language teaching techniques, and incorporates the cultural aspects of the student's experiences in their ESL instruction. A period is the time allocated in the school schedule for instruction in core subjects.
98. "English language development standards" means the 2012 Amplification of the English Language Development Standards, Kindergarten - Grade 12, incorporated herein by reference, as amended and supplemented, developed by the World-Class Instructional Design and Assessment (WIDA) Consortium. They are the standards and language competencies ELLs in preschool programs and elementary and secondary schools need to become fully proficient in English and to have unrestricted access to grade-appropriate instruction in challenging academic subjects. The standards are published by the Board of Regents of the University of Wisconsin System, on behalf of the WIDA Consortium (www.wida.us) and are available for review at <http://www.wida.us/standards/eld.aspx>.
109. "English language learner" or "ELL" means a student whose native language is other than English. The term refers to students with varying degrees of English language proficiency in any one of the domains of speaking, reading, writing, or listening and is synonymous with limited English speaking ability as used in N.J.S.A. 18A:35-15 to 26.



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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1140. "English language proficiency assessment test" (ELP assessment) means a New Jersey Department of Education-approved assessment that evaluates a student's ~~test that measures~~ English language New Jersey Department of Education-approved assessment that evaluates a student's ~~test that measures~~ English language proficiency on ~~skills in~~ the four domains areas of listening ~~aural-comprehension~~, speaking, reading, and writing and that is aligned with the State's academic achievement standards as permitted under ESSA.
1244. "English language services" means services designed to improve the English language skills of ELLs. The services, provided in school districts with less than ten ELLs, are in addition to the regular school program and are designed to develop aural comprehension, speaking, reading, and writing skills in English.
1342. "Exit criteria" means the criteria that must be applied before a student may be exited from a bilingual, ESL, or English language services education program.
1443. "High-intensity ESL program" means a program alternative in which students receive two or more class periods a day of ESL instruction. One period is the standard ESL class and the other period is a tutorial or ESL reading class.
1544. "Instructional program alternative" means a part-time program of instruction that may be established by a Board of Education in consultation with and approval of the New Jersey Department of Education (Department). All students in an instructional program alternative receive English as a second language.
1645. "Native language" means the language or mode of communication normally used by a person with a limited ability to speak or understand the English language. In the case of a student, the native language is the language normally used by the student's parents, except that in all direct contact with a student, including during the evaluation of the child, the native language is the language normally used by the student in the home or in the learning environment ~~first acquired by the student, the language most often spoken by the student, or the language most often~~



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~~spoken in the student's home regardless of the language spoken by the student.~~

17. "NJSLS" means the New Jersey Student Learning Standards as defined in N.J.A.C. 6A:8-1.3.

1816. "Parent(s)" for the purposes of Policy 2423 and this Regulation 2423 means the natural parent(s) or the legal guardian(s), foster parent(s), surrogate parent(s), or person acting in the place of a parent with whom the student legally resides. When parents are separated or divorced, parent means the person(s) who has legal custody of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

1917. "Review process" means the process established by the Board of Education to assess ELLs for exit from bilingual, ESL, or English language services programs.

2018. "Sheltered English instruction" means an instructional approach used to make academic instruction in English understandable to ELLs. Sheltered English classes are taught by regular classroom teachers who have received training on strategies to make subject-area content comprehensible for ELLs.

B. Identification of Eligible English Language Learners (ELLs) (N.J.A.C. 6A:15-1.3)

1. The district Superintendent of Schools will designate a teaching staff member(s) who shall use a multi-step process will determine the native language of each ELL at the time of enrollment to determine the native language of each ELL the student in the school district. The district shall will:

- a. Maintain a census indicating all identified students identified whose native language is other than English; and
- b. Administer the Statewide Develop a screening process, initiated by a home-language survey, to determine which students in Kindergarten to grade twelve, of those whose native language is other than English, must be screened



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ROXBURY TOWNSHIP BOARD OF EDUCATION

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further tested to determine English language proficiency. The Statewide home-language survey screening shall be administered conducted by a bilingual/ESL or other certified teacher, and shall be designed to distinguish students who are proficient English speakers and need no further testing.

2. The district shall determine the English language proficiency of all Kindergarten to grade twelve students who are not screened out and whose native language is other than English, by administering an Department of Education-approved English language proficiency test, assessing the level of reading in English, reviewing the previous academic performance of students, including their performance on standardized tests in English, and reviewing the input of teaching staff members responsible for the educational program for ELLs. Students who do not meet the New Jersey Department of Education standard on a Department-approved language proficiency test and who have at least one other indicator shall be considered ELLs. The district shall also use age-appropriate methodologies to identify preschool ELLs to determine their individual language development needs.
- C. Bilingual Programs for English Language Learners (ELLs) (N.J.A.C. 6A:15-1.4)
1. The Board shall provide a All Kindergarten to through grade twelve ELLs enrolled in the district pursuant to N.J.S.A. 18A:7F-46 will be provided with all required courses and support services outlined in N.J.A.C. 6A:15-1.4 (b) through (h) and C.2. a. through C.8 g. below to prepare ELLs to meet the NJSLs New Jersey Student Learning Standards for high school graduation. This may include tutoring, after-school programs, summer programs, and remedial services as needed by ELLs. The district shall also provide appropriate instructional programs to eligible pre-school ELLs based on need according to the New Jersey Preschool Program Implementation Guidelines, 2015. The guidelines provide developmentally appropriate recommendations for good practice and are intended for school districts that provide preschool programs.



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- 2a. The Board of ~~Education~~ shall establish English language services designed to improve the English language proficiency of ELLs whenever there are at least one, but fewer than ten ELLs enrolled in the school district. English language services shall be provided in addition to the regular school program.
- 3b. The Board of Education shall establish an ESL program that provides at least one period of ESL instruction based on student language proficiency whenever there are ten or more ELLs enrolled in the school district.
- a(1) An ESL curriculum that addresses the WIDA English language development standards shall be developed and adopted by the Board to address the instructional needs of ELLs.
- b(2) The ESL curriculum shall will be cross-referenced to the district's bilingual education and content area curricula to ensure that ESL instruction is correlated to all the content areas taught.
- 4e. The Board of ~~Education~~ shall establish bilingual education programs whenever there are twenty or more ELLs in any one-language classification enrolled in the school district pursuant to N.J.S.A. 18A:35-18. The ~~B~~Bilingual education programs shall:
- a.(1) Be designed to prepare ELLs to acquire sufficient English skills and content knowledge to meet **NJSLS** the ~~New Jersey Student Learning Standards~~. All ELLs participating in the bilingual programs shall also receive ESL instruction;
- b.(2) Include a curriculum that addresses the **NJSLS** ~~New Jersey Student Learning Standards~~, the WIDA English language development standards, and the use of two languages. The bilingual education curriculum shall be adopted by the Board; and
- c.(3) Include ~~the~~ a full range of required courses and activities offered on the same basis and under the same rules that apply to all students within the school district.



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- 5d. ELLs shall be provided with equitable instructional opportunities to participate in all non-academic courses necessary to meet the **NJSLS** ~~New Jersey Student Learning Standards~~, including comprehensive health and physical education, the visual and performing arts, and career awareness programs. The instructional opportunities shall be designed to assist ELLs to fully comprehend all subject matter and demonstrate their mastery of the content matter.
- 6e. The Board of ~~Education~~ shall offer sufficient courses and other relevant supplemental instructional opportunities in grades nine through twelve to enable ELLs to meet the **NJSLS** ~~New Jersey Student Learning Standards~~ for graduation. When sufficient numbers of students are not available to form a bilingual class in a subject area, the Board shall develop plans in consultation with and approved by the ~~New Jersey Department of Education~~ to meet the needs of the students.
- 7f. **In addition to N.J.A.C. 6A:15-1.4(a) through (f) and C.1. through C.6. above,** ~~The Board of Education~~ shall design additional programs and services to meet the special needs of eligible ELLs and include, but not be limited to: remedial instruction through Title I programs; special education; school-to-work programs; computer training; and gifted and talented education services.
- 8g. The Board of ~~Education~~ may establish dual-language bilingual education programs in its schools and may make provisions for the coordination of instruction and services with the school district's world languages program. Dual-language bilingual education programs shall also enroll students whose primary language is English, and shall be designed to help students achieve proficiency in English and in a second language while mastering subject-matter skills. To the extent necessary, instruction shall be in all courses or subjects of study that allow students to meet all grade promotion and graduation standards. Where possible, classes in dual-language bilingual programs shall be comprised of approximately equal numbers of ELLs and of students whose native language is English.



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92. The Board of ~~Education~~ may establish a program in bilingual education for any language classification with fewer than twenty students.

D. Waiver Process Provided by Statute (N.J.A.C. 6A:15-1.5)

The school district may request a waiver from N.J.A.C. 6A:15-1.4(d) and C.4. above to establish annually an instructional program alternative with the approval of the Department of ~~Education~~ when there are twenty or more students eligible for the bilingual education program in grades Kindergarten through grade twelve, and the school district is able to demonstrate that it would be impractical to provide a full-time bilingual program due to age range, grade span, and/or geographic location of eligible students.

1. Instructional program alternatives shall be developed in consultation with and approved annually by the Department of ~~Education~~ after review of student enrollment and achievement data. All bilingual instructional program alternatives shall be designed to assist ELLs to develop sufficient English skills and subject-matter skills to meet the NJSL New Jersey Student Learning Standards.
2. The instructional program alternatives that shall be established include, but are not limited to: the bilingual part-time component; the bilingual resource program; the bilingual tutorial program; the sheltered English instruction program; and the high-intensity ESL program.
3. In the event the district implements program alternatives, the district shall annually submit student enrollment and achievement data that demonstrate the continued need for these programs.

E. ~~Department of Education Approval Procedures of Bilingual, ESL, or English Language Services Programs~~ (N.J.A.C. 6A:15-1.6)

1. If the ~~Each school~~ district provides providing a bilingual program, ESL program, or English language services, the district shall submit a plan every three years to the ~~New Jersey~~ Department of



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~~Education~~ for approval. At its discretion, the Department of ~~Education~~ may request modifications, as appropriate.

a. Plans submitted by the **Board** ~~school district~~ for approval shall include information on the following:

(1)~~a.~~ Identification of students;

(2)~~b.~~ Program description;

(3)~~c.~~ **The n**Number of certified staff hired for the program;

(4)~~d.~~ Bilingual and ESL curriculum development;

(5)~~e.~~ Evaluation design;

(6)~~f.~~ Review process for exit; and

(7)~~g.~~ A budget for bilingual and ESL programs or English language services.

~~2. The Department of Education will establish procedures for monitoring and evaluation of school district bilingual/ESL programs by means of its district and school accountability process.~~

F. Supportive Services **(N.J.A.C. 6A:15-1.7)**

1. Students enrolled in bilingual, ESL, or English language services programs shall have full access to educational services available to other students in the school district.

2. To the extent that it is administratively feasible, supportive services to ELLs, such as counseling, tutoring, and career guidance, should be provided by bilingual personnel who are familiar with and knowledgeable of the unique needs and background of the ELLs and their parents.

G. In-service Training **(N.J.A.C. 6A:15-1.8)**



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1. ~~The Board A plan shall be developed~~ **a plan** for in-service training for bilingual, ESL, and mainstream teachers; administrators who supervise bilingual/ESL programs; and administrators and any personnel who observe and evaluate teachers of ELLs. The plan shall include instructional strategies and appropriate assessments to help ELLs meet the ~~NJSLS New Jersey Student Learning Standards~~ and the WIDA English language development standards. All ~~ESL and bilingual~~ **and ESL** teachers shall receive training in the use of the ESL curriculum.
2. The Professional Development Plan of the school district shall include the needs of bilingual and ESL teachers, which shall be addressed through in-service training.

H. Certification of Staff **(N.J.A.C. 6A:15-1.9)**

~~All teachers in these programs will hold the following certifications:~~

1. ~~All teachers of b~~ **Bilingual c** ~~Classes shall hold~~ a valid New Jersey instructional certificate with an endorsement for the appropriate grade level and/or content area, as well as an endorsement in bilingual education pursuant to N.J.S.A. 18A:6-38 et seq. and 18A:35-15 to 26.1.
2. ~~All teachers of~~ **ESL c** ~~Classes shall hold~~ a valid New Jersey instructional certificate in ESL pursuant to N.J.S.A. 18A:6-38 et seq. and N.J.A.C. 6A:9B-10.5.
3. ~~All teachers providing~~ **English Language Services shall hold** a valid New Jersey instructional certificate.

I. Bilingual, English as a Second Language, and English Language Services Program Enrollment, Assessment, Exit, and Re-entry **(N.J.A.C. 6A:15-1.10)**

1. All ELLs from Kindergarten through grade twelve shall be enrolled in the bilingual, ESL, or English language services **education** program established by the Board ~~of Education~~ as



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prescribed in N.J.A.C. 6A:15-1.4(b) through (e) and 1.5(a), C.2. through C.5. and D. above, and P.L. 1995, c. 59 and c. 327.

2. Students enrolled in the bilingual, ESL, or English language services program shall be assessed annually using ELP assessments a Department of Education approved English language proficiency test to determine their progress in achieving English language proficiency goals and readiness for exiting the program. Students who meet the criteria for Statewide alternate assessments, pursuant to N.J.A.C. 6A:14-4.10(a)2, shall be assessed annually using an alternate ELP assessment.
3. ELLs enrolled in the bilingual, ESL, or English language services program shall be placed in a monolingual English program when they have demonstrated readiness to exit a bilingual, ESL, or ELS program through Department-established criteria on an ELP assessment and a Department-established English language observation form. A function successfully in an English-only program. The process to determine the readiness or inability of the individual student to function successfully in the English-only program shall be initiated by the student's level of English proficiency as measured by a first achieve the Department of Education-established English proficiency standard as measured by an ELP assessment on an English language proficiency test. The student's readiness of the student shall be further assessed by on the use basis of a Department-established English language observation form multiple indicators that considers shall include, at a minimum: classroom performance; the student's reading level in English; the judgment of the teaching staff member or members responsible for the educational program of the student; and performance on achievement tests in English.
 - a. Pursuant to C.F.R. §200.6(h)(4)(ii), an ELL with a disability whose disability makes it impossible for the student to be assessed in a particular domain because there are no appropriate accommodations for assessing the student in that domain may be exited from ELL status based on the student's score on the remaining domains in which the student was assessed.



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4. A parent may remove a student who is enrolled in a bilingual education program pursuant to provisions in N.J.S.A. 18A:35-22.1.
5. Newly exited students who are not progressing in the mainstream English program may be considered for reentry to bilingual and ESL programs as follows:
 - a. After a minimum of one-half of an academic year and within two years of exit, the mainstream English classroom teacher may recommend retesting with the approval of the Principal.
 - b. A waiver of the minimum time limitation may be approved by the Executive County Superintendent upon request of the Superintendent if the student is experiencing extreme difficulty in adjusting to the mainstream program.
 - c. The recommendation for retesting shall be based on the teacher's judgment that the student is experiencing difficulties due to problems in using English as evidenced by the student's inability to: communicate effectively with peers and adults; understand directions given by the teacher; and/or comprehend basic verbal and written materials.
 - d. The student shall be tested using a different form of the test or a different language proficiency test than the one used to exit the student.
 - e. If the student scores below the State-established standard on the language proficiency test, the student shall be re-enrolled into the bilingual or ESL program.
6. When the review process for exiting a student from a bilingual, ESL, or English language services program has been completed, the district shall notify by mail the student's parent of the placement determination. If the parent or teaching staff member disagrees with the placement, **they** ~~he/she~~ may appeal the placement decision in writing to the Superintendent or designee, who will provide a written explanation for the decision within seven working days of receiving the written appeal. The



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complainant may appeal this decision in writing to the Board of Education within seven calendar days of receiving the Superintendent's or designee's written explanation of the decision. The Board will review the appeal and respond in writing to the parent within forty-five calendar days of the Board's receipt of the parent's written appeal to the Board. Upon exhausting an appeal to the Board, the complainant may appeal to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3.

J. Graduation Requirements for English Language Learners (N.J.A.C. 6A:15-1.11)

All ELLs shall ~~must~~ satisfy requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a).

K. Location of Programs (N.J.A.C. 6A:15-1.12)

All bilingual, ESL, and English language services programs shall be conducted within classrooms within the regular school buildings of the school district pursuant to N.J.S.A. 18A:35-20.

L. Notification (N.J.A.C. 6A:15-1.13)

1. The school district shall ~~will~~ notify by mail the parents of ELLs of the fact that their child has been identified as eligible for enrollment in a bilingual, ESL, or English language services **education** program. The district shall issue the notification within thirty days of the child's identification. Notice shall include a statement that the parents may decline their child's enrollment in a bilingual program, and they shall be given an opportunity to do so if they choose. The notice shall be in writing and in the language in which the parent(s) possesses a primary speaking ability, and in English, and shall include the following information:

- a. Why the student was identified as an ELL;
- b. Why the student needs to be placed in a language instructional educational program that will help **them** ~~him~~ ~~or her~~ develop and attain English proficiency and **meet the NJSLs** ~~State academic standards~~;



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- c. The student's level of English proficiency, how the level of English proficiency was assessed, and the student's academic level;
 - d. The method of instruction the school district will use to serve the student, including a description of other instruction methods available and how those methods differ in content, instructional goals, and the use of English and a native language, if applicable;
 - e. How the program will meet the student's specific needs in attaining English and meeting State standards;
 - f. The program's exit requirements, the expected rate of transition into a classroom not tailored for ELLs and, in the case of high school students, the expected rate of graduation; and
 - g. How the instructional program will meet the objectives of the individualized education program of a student with a disability.
2. The school district shall send progress reports to parent(s) of students enrolled in a bilingual, ESL, or English language services programs in the same manner and frequency as progress reports are sent to parents of other students enrolled in the school district.
 3. Progress reports shall be written in English and in the native language of the parent of students enrolled in the bilingual and ESL program unless the school district can demonstrate and document in the three-year plan required in N.J.A.C. 6A:15-1.6(a) that the requirement would place an unreasonable burden on the district.
 4. The school district shall notify the parent when a student meets the exit criteria and is placed in a monolingual English program. The notice shall be in English and in the language in which the parent possesses a primary speaking ability.
- M. Joint Programs (N.J.A.C. 6A:15-1.14)



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With ~~the~~ approval of the Executive County Superintendent ~~of Schools~~ on a case-by-case basis, a school district may join with another Board ~~of Education~~ to provide bilingual, ESL, or English language services programs.

N. Parental Involvement (N.J.A.C. 6A:15-1.15)

1. The ~~district Superintendent or designee~~ **shall** ~~will~~ provide for the maximum practicable involvement of parents of ELLs in the development and review of program objectives and dissemination of information to and from the district Boards of Education and communities served by the bilingual, ESL, or English language services education programs.
2. **If the** ~~A school~~ district ~~that~~ implements a bilingual education program, **the district** shall establish a parent advisory committee on bilingual education of which the majority **membership shall** ~~will~~ be parents of ELLs.

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POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

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In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, ~~guardian~~, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district attend school regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, “parent” means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, “parent” means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, **retention**, and the award of course credit is a local Board decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200. In accordance with the provisions of N.J.A.C. 6A:16-7.6 and for the purposes of Policy and Regulation 5200, a student’s absence from school will either be excused or unexcused. Unexcused absences will count toward truancy.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student’s absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student’s parent to notify the parent of the absence and determine the reason for the absence.

Students that are absent from school for any reason are responsible for the completion of assignments missed because of their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.



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Prolonged or repeated absences, excused or unexcused, from school or from class, deprive students of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with policies of this Board.

Students shall be subjected to the school district's response for unexcused absences that count toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Unexcused absences from school or from classes within the school day may subject a student to consequences that may include the denial of a student's participation in co-curricular activities and/or athletic competition. Repeated absences from school interfere with efforts of the Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements the Superintendent or designee shall develop a district improvement plan to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14; 18A:36-25.6; 18A:38-25; 18A:38-25.1;
18A:38-25.2; 18A:38-26

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13 6A:32-8.3

Adopted: 8 September 2015

Revised: 17 August 2020

Revised: TBD



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A. Definitions

1. ~~For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.~~
-
2. ~~A “school day” shall consist of not less than four hours.~~
-
3. ~~“A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~
-
 - a. ~~Whenever over crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~
4. ~~A “half day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

AB. Attendance Recording

1. Attendance Recording in the School Register (N.J.A.C. 6A:32-8.1)
 - a. The Board of Education shall be required to carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format **at** of the school's **district's** choosing.



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- b. The Commissioner will shall issue and publish on the Department's website school—register guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day school is in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- ~~d. School registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, and summer schools operated by the Board of Education.~~
- de. A student who has been placed on home instruction shall have their his or her attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for For the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. No Absences shall not be recorded for the student while on home instruction, provided providing the hours of instruction are not less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership of enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
- (1) “Days in membership” means the number of school days in session in which a student is enrolled. A



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student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

2. **Day in Session** ~~Attendance Recording for Board Policy~~ (N.J.A.C. 6A:32-8.3)

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

~~a. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~b. No student shall be recorded as present unless the school is in session and the student so recorded is under the guidance and direction of a teacher in the teaching process.~~

~~e. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~

~~d. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in~~



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~~session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~

~~e. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~

~~f. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the forenoon and the afternoon, a student shall be present at least one hour during both the forenoon and the afternoon in order to be recorded as present for the full day. In a school which is in session during either the forenoon or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~

~~g. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

3. Student Attendance (N.J.A.C. 6A:32-8.4)

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.



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- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:
 - (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and



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(6) Closure of a busing school district that prevents a student from having transportation to the receiving school.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.



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c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

B.C. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, “excused” and “unexcused” student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that count toward truancy, student conduct, promotion, retention, and the award of course credit.

a. “An unexcused absence that counts toward truancy” is a student’s absence from school for a full or a portion of a day for any reason that is not an “excused absence” as defined in B.2.b. below.

b3. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16 for the reasons listed below:

The student’s required attendance in court;

Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;



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The student's suspension from school;

Family illness or death supported by notification to the school by the student's parent;

College visit(s), up to three (3) days per school year for students in grades eleven and twelve ~~Visits to post-secondary educational institutions;~~

Interviews with an admissions officer of an institution of higher education;

Examination for a driver's license;

Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;

Take Our Children to Work Day;

Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

Closure of a busing school district that prevents a student from having transportation to the receiving school;

An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;

An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused;



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~~4. For cumulative unexcused absences of ten or more, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25 as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.~~

35. “Unexcused tardiness” may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.

C.D. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. The parent or adult student who anticipates a future absence or anticipates that an absence will be prolonged shall notify the school office to arrange make-up work.
5. The parent or adult student is requested to furnish the Attendance/Main Office with a Physician's note supporting an excused absence within five (5) days upon returning to school. In a situation where extenuating circumstances exist, they should be communicated directly to the Principal.
6. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to



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contact the student's parent to notify the parent of the absence and determine the reason for the absence.

DE. Readmission to School After an Absence

1. A student returning from an absence of any length of time must provide a written statement **to the Principal or designee** that is dated and signed by the parent or adult student listing the reason for the absence.
- ~~2. A note explaining a student's absence for a non-communicable illness for a period of more than two (2) consecutive school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~
- 23.** A student who has been absent by reason of having or being suspected of having a communicable disease **may be required to** ~~must~~ present to the school nurse written evidence of being free of **a** communicable disease, ~~in accordance with Policy 8451.~~
- 34.** The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a.** The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

EF. Instruction

1. Teachers **will** ~~shall~~ cooperate in the preparation of home assignments for students who anticipate an excused absence of three (3) consecutive school days duration. The parent or student must request such home assignments, **when otherwise not available electronically.**
- ~~2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~



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23. Students absent for any reason are expected to make up the work missed. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
34. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up ~~the missed~~ work ~~missed~~.
45. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

FG. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A K-8 student may be retained at grade level, in accordance with Policy 5410, when ~~a student~~ ~~he/she~~ has been absent fifteen (15) or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.
3. High School - In accordance with the requirements of New Jersey State Law and Administrative Code, students are expected to attend school every day that school is in session, and the responsibility for compliance belongs to the student and parent. Regular attendance and participation in classes are a vital and integral part of the learning



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process. Frequent absences from classroom learning experiences disrupt the continuity of the instructional process and limit the ability of the student to complete the prescribed curriculum requirements successfully. In addition, chronic absences reinforce a habit that will handicap the individual in future education or employment. A student must be in attendance over ninety percent of the school year in order to be considered to have successfully completed the instructional program requirements of the grade/course to which he/she is assigned.

- a. Students who accrue more than eight absences in a full year course*, six absences in a three marking period course (physical education), four absences in a semester course, or two in a one marking period course (health) will receive no credit for the course because of excessive absenteeism.

For full year courses that meet DAILY (both A and B days), loss of credit will occur on the 17th unexcused absence, with parent notification.

This is not a permissive regulation establishing or licensing a limit of days which may be missed. Rather, it assumes absences will only occur due to personal illness or circumstances listed below. Parents are asked to contact the school by 9:00 a.m. on any day their child is absent, and to submit a written statement on the first day a student returns to school after an absence.

- b. Family vacations or job interviews will be recorded as unexcused absences.
- c. Students who report late to class (less than fifteen minutes) without an appropriate pass will accrue one-half of a student absence in that class period.
- d. Students absent from class for fifteen minutes or more without an appropriate pass will be recorded as absent. Thus, lateness and/or absence from class will contribute toward loss of credit in a class.
- e. Any absence from class will count toward loss of credit in that class with the exception of absences due to:



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1. Death in the immediate family.
2. Observation of an approved religious holiday.
3. Suspension from school.
4. Subpoena-court ordered appearance.
5. Drivers Test – An appropriate absence note must be brought by the student upon **their** ~~his/her~~ return to school. Failure to bring in a note within five school days will result in the absence not being excused.
6. Verifiable absences for illness, as legitimized by a physician's note, will be accepted as excused absences. No physician's note will be accepted after a 10-day period from the date of the absence.
7. Other absences authorized by the administration with prior approval.
8. Authorized school activities, such as field trips, State or school testing, regularly scheduled student council or peer counselor meetings, athletic contests, band lessons, and class meetings will not be counted as cumulative absences.

Teachers should contact the activity advisor if a student's absences from class are hindering the student's academic progress. If a student is performing below average in a course, the teacher and the advisor will determine the advisability of the student missing class to participate in an activity. If a student is failing a course that is required for graduation it is recommended that the student not be excused from class to attend an activity until he/she maintains a passing average. The Child Study Team should be involved in recommending the appropriate course of action for classified students.



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In order for a student to participate in an athletic event or social activity such as a prom, the student he/she must be in attendance a minimum of four hours on the day of that event.

A secondary student who has been dropped from a course of study may be assigned to an alternate program.

G.H. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

Students may only be absent from school for legitimate and authorized reasons. Students who are determined by the administration to be absent from school for unauthorized reasons will be considered as truant from school and will be dealt with according to the attendance policy and discipline code. Truancy is a violation of Title 18A: 38-27 which requires that a student who is repeatedly absent from school without authorization be subject to school district policies and, if necessary, be deemed to be a juvenile delinquent. The Roxbury Township District applies the definition of truancy to any student absence for unauthorized reason whether the absence is a prolonged one or is an isolated incident.

1. Grades 1 – 4

- a. At five (5) cumulative unexcused absences, parents/guardians will be notified in writing. After the fifth unexcused absence, parents/guardians will receive a copy of the Board of Education policy.
- b. For up to ten (10) cumulative unexcused absences, parents/guardians will be notified in writing and an Intervention and Referral Services (I&RS IR & S) meeting will be held to create an action plan to help improve attendance. Follow up meeting(s) will be scheduled to assess effectiveness of interventions, as necessary.
- c. At fifteen (15) cumulative unexcused absences, parents/guardians will be notified in writing of the district's intention to refer the matter to the Township of Roxbury



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Municipal Court for truancy pursuant to N.J.S.A.18A: 38-27 and/or to the New Jersey Department of Children and Families for possible educational neglect.

- d. Refer to Policy 5410 for retention guidelines.

2. Grades 5 – 12

For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student’s parent of each unexcused absence prior to the start of the following school day;
- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parent;
- c. Identify, in consultation with the student’s parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
- d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-~~11~~¹⁰, if a potentially missing or abused child situation is detected; and
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

- a. Make a reasonable attempt to notify the student’s parent of each unexcused absence prior to the start of the following school day;



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- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student’s parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and GH.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student’s patterns of unexcused absences and to specify the interventions for supporting the student’s return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student’s academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and GH.54. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-1140, if a potential missing or abused child situation is detected; and
 - (7) Engage the student’s family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
4. For ~~ten or more~~ cumulative unexcused absences **of ten or more** that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and **GH.54.** below;



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- b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
- c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
- d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; **and-**

5. A court referral may be made as follows:

- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

- 6. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's **Individual Education Program (IEP)**, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and



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individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

~~7. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.~~

~~a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.~~

~~(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.~~

Hf. High School Response To Unexcused Absences for Individual Classes During the School Year That Count Toward Truancy

The Board of Education recognizes that it is important for parents/guardians be notified periodically of their child's attendance so that appropriate measures may be taken.

Some examples of unauthorized reasons for student absence include, but are not limited to the following:

"Cut Days" or days following a prom weekend.

Notification will be as follows:

1. Full-Year Course

a. After the fourth unexcused absence, the parent/guardian will be notified via email or letter of their child's attendance status.



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- b. After the seventh unexcused absence, the parent/~~guardian~~ will be notified via email or letter a second time. The student’s counselor and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
- c. Upon the ninth unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
- d. For full year courses that meet DAILY (both A and B days), on the eighth unexcused absence and again on the thirteenth unexcused absence, the parent/~~guardian~~ will be notified via email of the student’s attendance status. Upon the seventeenth unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

2. Three Marking Period Course

- a. After the third unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child’s attendance status.
- b. After the fifth unexcused absence, the parent/~~guardian~~ will be notified via email or letter a second time. The student’s counselor and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
- c. Upon the seventh unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.

3. One Semester Course



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- a. After the second unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child's attendance status. The student's counselor and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
 - b. Upon the fifth unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
4. One Marking Period Course
- a. After the first unexcused absence, the parent/~~guardian~~ will be notified via email or letter of their child's attendance status, and an administrator will meet with the student and contact the parent/~~guardian~~ to offer the opportunity to meet.
 - b. Upon the third unexcused absence, the parent/~~guardian~~ will be notified via email or letter of loss of credit. The student will be advised of this loss of credit by an administrator.
5. Student Responsibilities Prior to Administratively Approved Absence
- a. A student must see the teacher of any class that he/she will miss because of an administratively excused absence.
 - b. The day following the absence the student is expected to report to class to fulfill class requirements, e.g., homework, tests.
 - c. Failure of a student to meet these obligations will not absolve him/her of the responsibilities.

Students must maintain average to above average performance in a class to participate in co-curricular events held during the school day. Participation is dependent upon good school/class attendance. Excessive absences may cause forfeiture of the right to participate in co-curricular events. The faculty will bring to the attention of the appropriate Assistant Principal the name of the student



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whose frequent absences are impacting negatively on class performance.

6. Procedure for Dealing with Class Cuts

An attendance list will be issued to teachers daily. Teachers will check the attendance list for students who were not in class and are not listed as absent on the attendance sheet, and students who were present but listed as absent. Teachers should check the attendance list for students who were tardy, in in-school or out-of-school suspension, and on field trips.

Students whose whereabouts cannot be verified should be asked the following day to verify their absence from class. If the student cannot prove by authorized pass (e.g., nurse, guidance, main office, etc.) that he/she was absent for a legitimate reason, the teacher should submit a Discipline Report to the Assistant Principal for Attendance.

IJ. Discipline

1. Students may be denied participation in co-curricular activities **and/or athletic competition** if the Board establishes attendance standards for participation.
- ~~2. Students may be denied participation in athletic competition if the Board establishes attendance standards for participation.~~
- 23.** No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

JK. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



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2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy and Regulation 5200.
- ~~3. A report card will record the number of times the student was absent and tardy in each marking period.~~
34. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

KL. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, **the student** ~~he/she~~ may submit a written request to the Principal for consideration by an Attendance Review Committee.



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- d. On a student’s request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student’s appeal. The student’s parent and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
- f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710, Pupil Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

LM. Attendance Records

- 1. Attendance records for the school district and each will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted: 8 September 2015
Revised: 15 August 2016
Revised: 18 September 2017
Revised: 17 August 2020
Revised: **TBD**



POLICY

HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

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- PQ. Collective Bargaining Agreements and Individual Contracts
- QR. Students with Disabilities
- S. ~~Approved Private Schools for Students with Disabilities (APSSD)~~
- A. **Prohibiting Harassment, Intimidation, or Bullying Policy Statement**

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. **The Board has determined that a** A safe and civil environment in school is necessary for students to learn and achieve high academic standards; **h**Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. ~~Harassment, intimidation, or bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance.~~ Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s); adoptive parent(s), legal guardian(s); **resource family** ~~foster~~ parent(s); or parent surrogate(s) of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

- B. **Definition of** Harassment, Intimidation, and Bullying Definition

“Harassment, intimidation, or bullying” means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national



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origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or
 - b. Has the effect of insulting or demeaning any student or group of students; or
 - c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

The Board recognizes that bullying is unwanted, aggressive behavior that may involve a real or perceived power imbalance. Recognizing "a real or perceived power imbalance" may assist school officials in identifying harassment, intimidation, or bullying with the context and relative position of the alleged aggressor and target.

~~Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).~~

"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: a telephone, cellular phone, computer, or remotely activating paging pager device (N.J.A.C. 6A:16-1.3).

- C. Student Behavior Expectations



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The Board expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities and the care of school facilities and equipment consistent with the Code of Student Conduct.

The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline. The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

Students are expected to behave in a way that creates a supportive learning environment. The Board believes the best discipline is self-imposed, and it is the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities to help students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, and bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents,



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students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy. Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1. These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent must annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. Students are encouraged to support other students who:

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, and bullying to the designated school staff member.

D. Consequences and Appropriate Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct, and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation, or bullying.



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In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

Consequences—Students

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.~~

Factors for Determining Consequences—Student Considerations

1. Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;
2. Degrees of harm;
3. Surrounding circumstances;
4. Nature and severity of the behavior(s);
5. Incidences of past or continuing patterns of behavior;
6. Relationships between the parties involved; and
7. Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures Consequences—School Considerations



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Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between students/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;
- Neighborhood situation; and
- Family situation.

1. ~~School culture, climate, and general staff management of the learning environment;~~
2. ~~Social, emotional, and behavioral supports;~~
3. ~~Student-staff relationships and staff behavior toward the student;~~
4. ~~Family, community, and neighborhood situation; and~~
5. ~~Alignment with Board policy and regulations/procedures.~~

Examples of Consequences and Remedial Measures



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The consequences and remedial measures may include, but are not limited to, the examples listed below:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action; or
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

~~In accordance with N.J.S.A. 18A:37-15.b.(4), the consequences for a student who commits an act of harassment, intimidation, or bullying may vary depending on whether it is the first act of harassment, intimidation, or bullying by a student, the second act, or third or subsequent acts. If it is the third or subsequent act of harassment, intimidation, or bullying by a student, the Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan which shall be approved by the Superintendent or designee, and may require the student, accompanied by a parent, to complete in a satisfactory manner a class or training program to reduce harassment, intimidation, or bullying behavior.~~

Examples of Appropriate Remedial Actions —Students

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;



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- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;
- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;



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- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation, or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.



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~~The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct. The following factors, at a minimum, shall be given full consideration by school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.~~

~~Appropriate remedial action for a student who commits an act of harassment, intimidation, or bullying takes into account the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history or problem behaviors and performance. The appropriate remedial action may also include a behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team as appropriate; and supportive interventions and referral services, including those at N.J.A.C. 6A:16-8.~~

~~Factors for Determining Remedial Measures~~

~~Personal~~

- ~~1. Life skill deficiencies;~~
- ~~2. Social relationships;~~
- ~~3. Strengths;~~
- ~~4. Talents;~~
- ~~5. Interests;~~
- ~~6. Hobbies;~~
- ~~7. Extra-curricular activities;~~
- ~~8. Classroom participation;~~
- ~~9. Academic performance; and~~
- ~~10. Relationship to students and the school district.~~

~~Environmental~~

- ~~1. School culture;~~
- ~~2. School climate;~~
- ~~3. Student-staff relationships and staff behavior toward the student;~~
- ~~4. General staff management of classrooms or other educational environments;~~
- ~~5. Staff ability to prevent and manage difficult or inflammatory situations;~~
- ~~6. Social-emotional and behavioral supports;~~



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- ~~7. Social relationships;~~
- ~~8. Community activities;~~
- ~~9. Neighborhood situation; and~~
- ~~10. Family situation.~~

~~Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim of the act, and take corrective action for documented systemic problems related to harassment, intimidation, or bullying. The remedial measures may include, but are not limited to, the examples listed below.~~

~~Examples of Remedial Measures~~

~~Personal—Student Exhibiting Bullying Behavior~~

- ~~1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways they can solve the problem and change behaviors;~~
- ~~2. Meet with parents to develop a family agreement to ensure the parent and the student understand school rules and expectations;~~
- ~~3. Explain the long term negative consequences of harassment, intimidation, and bullying on all involved;~~
- ~~4. Ensure understanding of consequences, if harassment, intimidation, and bullying behavior continues;~~
- ~~5. Meet with school counselor, school social worker, or school psychologist to decipher mental health issues (e.g., what is happening and why?);~~
- ~~6. Develop a learning plan that includes consequences and skill building;~~
- ~~7. Consider wrap-around support services or after-school programs or services;~~
- ~~8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;~~
- ~~9. Arrange for an apology, preferably written;~~
- ~~10. Require a reflective essay to ensure the student understands the impact of their actions on others;~~
- ~~11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;~~
- ~~12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;~~
- ~~13. Explore age-appropriate restorative (i.e., healing, curative, recuperative) practices; and~~
- ~~14. Schedule a follow-up conference with the student.~~



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~~Personal—Target/Victim~~

-
- ~~1. Meet with a trusted staff member to explore the student's feelings about the incident;~~
 - ~~2. Develop a plan to ensure the student's emotional and physical safety at school;~~
 - ~~3. Have the student meet with the school counselor or school social worker to ensure they do not feel responsible for the bullying behavior;~~
 - ~~4. Ask students to log behaviors in the future;~~
 - ~~5. Help the student develop skills and strategies for resisting bullying; and~~
 - ~~6. Schedule a follow-up conference with the student.~~

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~~Parents, Family, and Community~~

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- ~~1. Develop a family agreement;~~
 - ~~2. Refer the family for family counseling; and~~
 - ~~3. Offer parent education workshops related to bullying and social-emotional learning.~~

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~~Examples of Remedial Measures—Environmental (Classroom, School Building, or School District)~~

- ~~1. Analysis of existing data to identify bullying issues and concerns;~~
- ~~2. Use of findings from school surveys (e.g., school climate surveys);~~
- ~~3. Focus groups;~~
- ~~4. Mailings—postal and email;~~
- ~~5. Cable access television;~~
- ~~6. School culture change;~~
- ~~7. School climate improvement;~~
- ~~8. Increased supervision in “hot spots” (e.g. locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);~~
- ~~9. Adoption of evidence-based systemic bullying prevention practices and programs;~~
- ~~10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;~~
- ~~11. Professional development plans for involved staff;~~
- ~~12. Participation of parents and other community members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;~~



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- ~~13. Formation of professional learning communities to address bullying problems;~~
- ~~14. Small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;~~
- ~~15. School policy and procedure revisions;~~
- ~~16. Modifications of schedules;~~
- ~~17. Adjustments in hallway traffic;~~
- ~~18. Examination and adoption of educational practices for actively engaging students in the learning process and in bonding students to pro-social institutions and people;~~
- ~~19. Modifications in student routes or patterns traveling to and from school;~~
- ~~20. Supervision of student victims before and after school, including school transportation;~~
- ~~21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);~~
- ~~22. Targeted use of teacher aides;~~
- ~~23. Disciplinary action, including dismissal, for school staff who contributed to the problem;~~
- ~~24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~
- ~~25. Parent conferences;~~
- ~~26. Family counseling;~~
- ~~27. Development of a general harassment, intimidation, and bullying response plan;~~
- ~~28. Behavioral expectations communicated to students and parents;~~
- ~~29. Participation of the entire student body in problem solving harassment, intimidation, and bullying issues;~~
- ~~30. Recommendations of a student behavior or ethics council;~~
- ~~31. Participation in peer support groups;~~
- ~~32. School transfers; and~~
- ~~33. Involvement of law enforcement officers, including school resource officers and juvenile officers or other appropriate legal action.~~

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans



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from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

Target/Victim Support

~~Districts should identify a range of strategies and resources that will be available to individual victims of harassment, intimidation, and bullying, and respond in a manner that provides relief to victims and does not stigmatize victims or further their sense of persecution. The type, diversity, location, and degree of support are directly related to the student's perception of safety.~~

~~Sufficient safety measures should be undertaken to ensure the victims' physical and social-emotional well-being and their ability to learn in a safe, supportive, and civil educational environment.~~

~~Examples of support for student victims of harassment, intimidation, and bullying include:~~

- ~~1. Teacher aides;~~
- ~~2. Hallway and playground monitors;~~
- ~~3. Partnering with a school leader;~~
- ~~4. Provision of an adult mentor;~~
- ~~5. Assignment of an adult "shadow" to help protect the student;~~
- ~~6. Seating changes;~~
- ~~7. Schedule changes;~~
- ~~8. School transfers;~~
- ~~9. Before and after school supervision;~~
- ~~10. School transportation supervision;~~
- ~~11. Counseling; and~~
- ~~12. Treatment or therapy.~~

- E. **Reporting** Harassment, Intimidation, **or** and Bullying **Reportin** acts of harassment, intimidation, or bullying **g Procedure**

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging **harassment, intimidation, or bullying committed by an adult or youth against a student.** ~~violations of this Policy.~~ All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged **acts of harassment,**



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~~intimidation, or bullying~~ violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and volunteers and contracted service providers who have contact with students, also shall submit a ~~New Jersey Department of Education-approved HIB 338 Form~~. Failure to make the required report(s) may result in disciplinary action. ~~The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.~~ ~~to the Principal within two school days of the verbal report. The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.~~

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

The Principal or designee ~~is required to~~ will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. ~~The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~ Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, ~~the Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.~~

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.



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Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident. The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

~~A person may report, verbally or in writing, an act of harassment, intimidation, or bullying committed by an adult or youth against a student anonymously. The Board will not take formal disciplinary action based solely on the anonymous report. The district shall provide a means for a parent to complete an online numbered form developed by the New Jersey Department of Education to confidentially report an incident of harassment, intimidation, or bullying.~~

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

~~In accordance with the provisions of N.J.S.A. 18A:37-18, the harassment, intimidation, and bullying law does not prevent a victim from seeking redress under any other available law, either civil or criminal, nor does it create or alter any tort liability.~~

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, and bullying or who determines a reported incident or complaint, assuming all facts presented are true, is a report within the scope of N.J.S.A. 18A:37-14 from a district employee, and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider



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procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)

1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:

- a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:



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- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;
- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;



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- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, and Bullying Investigation

~~The Board requires a thorough and complete investigation to be conducted for each report of violations and complaints which either identify harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.~~

However, prior to initiating the investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the Anti-Bullying Specialist and/or Anti-Bullying Coordinator, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights Act, N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the anti-bullying specialist, determine that a reported incident or complaint, assuming all facts



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presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school anti-bullying specialist.



The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school anti-bullying specialist appointed by the Principal. The Principal may appoint additional personnel who are not school anti-bullying specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

~~The Principal shall complete the written report form developed by the New Jersey Department of Education, in accordance with N.J.S.A. 18A:37-15.b.(5), even if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying pursuant to N.J.S.A. 18A:37-14. This written report form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal law.~~

~~The Principal or designee, upon making a preliminary determination the incident or complaint is not within the scope of the definition of harassment, intimidation, and bullying, shall inform the parents of the parties involved, who may appeal the preliminary determination to the Board of Education and thereafter to the Commissioner of Education in accordance with N.J.A.C. 6A:3.~~

~~A Board hearing shall be held within ten business days of receipt of the request for a Board hearing. If the preliminary determination, upon review of the facts presented in the reported incident or complaint, is to continue with the harassment, intimidation and bullying investigation, the investigation shall be completed in accordance with N.J.S.A. 18A:37-15.b.(6) and this Policy.~~

~~The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]~~



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~~The investigation shall be initiated by the Principal or the Principal's designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school Anti-Bullying Specialist in coordination with the Principal. The Principal may appoint additional personnel who are not school Anti-Bullying Specialists to assist with the investigation. Investigations or complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The Superintendent or designee will appoint a staff member to complete investigations involving allegations against a staff member serving in a supervisory or administrative position.~~

The investigation shall be completed and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the incident. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school Anti-Bullying Specialist shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, impose discipline, or take or recommend other appropriate action, including seeking further information, as necessary.

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of



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the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

A parent may request a hearing before the Board of Education after receiving the written information about the investigation. Any request for such a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must shall be filed with the Board Secretary no later than sixty calendar days after the written information is provided to the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board of Education shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school's Anti-Bullying Specialist and others, as appropriate, regarding the incident, the findings from the investigation of the incident, recommendations for consequences or services, and any programs instituted to reduce such incidents, prior to rendering a determination. A redacted copy of the completed written report form developed by the New Jersey Department of Education that removes all student identification information shall be confidentially shared with the Board of Education after the conclusion of the investigation if a hearing with the Board of Education is requested by the parents pursuant to N.J.S.A. 18A:37-15.b.(6)(d).

At the regularly scheduled Board of Education meeting following its receipt of the Superintendent's report on the results of the investigations to the Board or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, Controversies and Disputes, no later than ninety days after issuance of the Board's of Education's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.



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The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's anti-bullying specialist in consultation with the approved private school for students with disabilities.

~~A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).~~

H. ~~Responding Range of Responses to an Incident of~~ Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to



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participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

This Policy and the Code of Student Conduct shall apply to instances when a school employee is made aware of alleged harassment, intimidation, or bullying occurring off school grounds.

~~The Board shall establish a range of responses to harassment, intimidation, and bullying incidents and the Principal and the Anti-Bullying Specialist shall appropriately apply these responses once an incident of harassment, intimidation, or bullying is confirmed. The Superintendent shall respond to confirmed harassment, intimidation, and bullying, according to the parameters described in this Policy. The range of ways in which school staff will respond shall include an appropriate combination of counseling, support services, intervention services, and other programs. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or bullying that they require a response either at the classroom, school building, or school district level or by law enforcement officials.~~

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include ~~consistent and appropriate~~ positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation or bullying, role plays ~~(when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying)~~, research projects, observing and discussing



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audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.

3. School responses can include theme days, learning station programs, “acts of kindness” programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, “natural helper” or peer leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents parent programs, and information disseminated to students and parents, such as fact sheets or newsletters explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs, coordination comprise of adoption of school wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations); and disseminating information on the core ethical values adopted by the Board’s Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2 launching harassment, intimidation, and bullying prevention campaigns.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation ~~Prohibited~~



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The Board prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or ~~one with reliable information~~, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures. ~~All suspected acts of reprisal or retaliation will be taken seriously and appropriate responses will be made in accordance with the totality of the circumstances.~~

~~Examples of consequences and remedial measures for students who engage in reprisal or retaliation are listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

~~Examples of consequences for a school employee or a contracted service provider who has contact with students who engage in reprisal or retaliation may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

~~Examples of consequences for a Board member who engages in reprisal or retaliation may include, but not be limited to: reprimand, legal action, and other action authorized by statute or administrative code. Remedial measures may include, but not be limited to: counseling and professional development.~~

J. **False Accusations of Harassment, Intimidation, or Bullying** ~~Consequences and Appropriate Remedial Action for False Accusation~~

The Board prohibits any person from falsely accusing another as a means of retaliation or as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may **could** range from positive behavioral interventions up to and including suspension or



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expulsion, as permitted under N.J.S.A. 18A:37-1 ~~et seq.~~, Discipline of **Pupils** ~~Students~~ and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.45, Expulsions ~~and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy.~~

2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could entail discipline in accordance with district policies, procedures, and agreements; **and** ~~which may include, but not be limited to: reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer ~~found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation~~ could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. ~~Remedial measures may include, but not be limited to: in or out of school counseling, professional development programs, and work environment modifications.~~

K. **Additional Policy Requirements**

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall



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ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district anti-bullying coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school anti-bullying specialist and the district anti-bullying coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school anti-bullying specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

- L. Harassment, Intimidation, and Bullying Policy Publication and Dissemination



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~~This Policy will be disseminated annually by the Superintendent to all school employees, contracted service providers who have contact with students, school volunteers, students, and parents who have children enrolled in a school in the district, along with a statement explaining the Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14 that occur on school property, at school sponsored functions, or on a school bus and, as appropriate, acts that occur off school grounds.~~

~~The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.~~

~~The Superintendent or designee shall post a link to the district's Harassment, Intimidation, and Bullying Policy that is prominently displayed on the homepage of the school district's website. The district will notify students and parents this Harassment, Intimidation, and Bullying Policy is available on the school district's website.~~

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~~The Superintendent shall post the name, school phone number, school address, and school email address of the district Anti-Bullying Coordinator on the home page of the school district's website. Each Principal shall post the name, school phone number, address, and school email address of both the Anti-Bullying Specialist and the district Anti-Bullying Coordinator on the home page of each school's website. The Superintendent or designee shall post the contact information for the New Jersey School Climate State Coordinator on the school district's and on each school's website in the same location as this Policy is posted.~~

~~The Superintendent or designee shall post on the school district's and each school's website the current version of "Guidance for Parents on the Anti-Bullying Bill of Rights Act" developed by the New Jersey Department of Education.~~

L. Harassment, Intimidation, and Bullying Training and Prevention Programs

~~The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with~~



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~~students; and persons contracted by the district to provide services to students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.~~

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction in harassment, intimidation, and bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18:37-22.d. The required two hours of suicide prevention instruction shall include information on the risk of suicide and incidents of harassment, intimidation, or bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

~~The school district shall provide time during the usual school schedule for the Anti-Bullying Coordinator and each school Anti-Bullying Specialist to participate in harassment, intimidation, and bullying training programs.~~

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, and bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district will observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, and bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district will provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be



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designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17 ~~et seq.~~

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

~~M. Harassment, Intimidation, and Bullying Policy Reevaluation, Reassessment and Review~~

~~The Superintendent shall develop and implement a process for annually discussing the school district's Harassment, Intimidation, and Bullying Policy with students.~~

~~The Superintendent Principal(s), and the Anti-Bullying Coordinator, with input from the schools' Anti-Bullying Specialists, shall annually conduct a reevaluation, reassessment, and review of the Harassment, Intimidation, and Bullying Policy, and any report(s) and/or finding(s) of the School Safety/School Climate Team(s). The Superintendent shall recommend to the Board necessary revisions and additions to the Policy consistent with N.J.S.A. 18A:37-15.e., as well as to harassment, intimidation, and bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.~~

~~N. Reports to Board of Education and New Jersey Department of Education~~

~~The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, and bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.~~

NO. School and District Grading Requirements



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Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

OP. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Some acts of harassment, intimidation, and bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

PQ. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011). N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

QR. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports. N.J.S.A. 18A:37-32.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

~~S. Approved Private Schools for Students with Disabilities (APSSD)~~

~~In accordance with the provisions of N.J.A.C. 6A:16-7.7(a).2.ix.(2), the Board of Education shall investigate a complaint or report of harassment, intimidation, or bullying, pursuant to N.J.A.C. 6A:16-7.7(a).2.ix. and Section G. of this Policy occurring on Board of Education school buses, at Board of Education school-sponsored functions, and off school grounds involving a student who attends an APSSD. The investigation shall be conducted by a Board of Education Anti-Bullying Specialist, in consultation with the APSSD.~~

The school district shall submit all subsequent amended Harassment, Intimidation, and Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 et seq.; **through 6A:16-7.9**

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – ~~April 2011~~
August 2022 – New Jersey Department of Education

~~Memorandum – New Jersey Commissioner of Education – Guidance for Schools on Implementing the Anti-Bullying Bill of Rights Act – December 16, 2011~~

Adopted: 14 October 2013

Revised: 27 January 2014

Revised: 22 May 2017

Revised: 27 August 2018

Revised: 13 June 2022

Revised: **TBD**



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Students
5701/Page 1 of 2
ACADEMIC INTEGRITY

5701 ACADEMIC INTEGRITY

The highest standards of honesty and integrity are expected from students in all academic and non-academic pursuits must apply to a student's actions at Roxbury High School. Any act of dishonesty reflects upon a student and negatively affects the entire school community.

Among the most serious academic offenses is the submission of work that is not one's own are (copying and/or plagiarism). Both are forms of cheating. In copying, a student is taking the work of another, either including, but not limited to, on homework, an assessment, or writing task or on a test, and claims claiming it as their his/her own. The term plagiarism usually refers to a higher level of copying in which a person, often in preparing a research paper, copies from sources without indicating what sources were used. In effect, by not naming the source, the students are is claiming the work is theirs his/hers. The term also applies if a students eopies copy a research paper of another and claims that they are he/she is the author. Whether the student is the person who gives or receives the information, they are he/she is guilty of a dishonest act.

In order to ensure that students not only understand that these choices are a hinderance to the learning process they also negatively impact a teacher's ability to support the academic growth and development of the students; teachers will provide age-appropriate instruction and support relative to the process of conducting research, synthesizing information, and providing appropriate credit to deserving sources.

Students who engage in the decision to cheat or plagiarize will be held accountable, not only for their actions, but also the appropriate completion of the intended learning task. This may include an alternative task/assignment as well as diminished credit. In the event that a student is caught engaging in such choices, the teacher will contact the parent along with the student to discuss the actions taken as well as a plan for restoration of learning outcomes. Additionally, the teacher shall request and be furnished with evidence of the learning process that the student undertook.

Moreover, it is the anticipation of the Board that students will be instructed and supported with strategies to conduct research, evaluate learning experiences and prepare original work that stands to be a demonstration of one's authentic thinking, learning, and ability as outlined in our Portrait of a Graduate.

All instances of cheating are dealt with severely at Roxbury High School. Any work (homework, test, examination, or paper), which was completed by dishonest means will receive a grade of "O". Teachers will notify counselors who will, in turn, notify parents and a record of this offense will be placed in the student file and retained throughout the



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~~school year. Beyond all of these steps is the fact that the student has been untrue to him/herself and has damaged one of his/her most precious possessions: his/her character.~~

Adopted: 14 October 2013

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ROXBURY TOWNSHIP BOARD OF EDUCATION

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STUDENT ENROLLMENTS (M)

8140 STUDENT ENROLLMENTS (M)

M

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students resident in this district and enrolled in district classes and programs.

Student attendance shall be recorded in the school register during school hours on each day ~~the school is in session~~ pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c). ~~Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared time classes for regular students, shared time classes for students with disabilities, full time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

In accordance with N.J.A.C. 6A:32-8.1(e), a student who has been placed on home instruction shall have ~~their~~ ~~his or her~~ attendance status recorded on the regular register ~~attendance pages~~ for the program in which the student is enrolled. ~~The student shall be marked absent for~~ ~~For~~ the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, ~~the student shall be marked absent.~~ Absences shall not ~~No absences will~~ be recorded for the student while on home instruction, ~~provided~~ ~~providing~~ the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days of ~~in membership~~ enrollment for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

Such records shall be made and maintained as will enable the Board to plan program and facilities development, to make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.



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N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2; 6A:32-8.1; 6A:32-8.2;
6A:32-8.3

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ROXBURY TOWNSHIP BOARD OF EDUCATION

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ENROLLMENT ACCOUNTING (M)

R 8140 ENROLLMENT ACCOUNTING (M)

M

A. School Enrollment

1. The **school** enrollment in a **program of instruction** class, a school, or the district shall be the total number of original **student** entries **in the school register** plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals or dropouts, in all **the programs of instruction** classes and schools of the district shall constitute the school enrollment for the ~~school~~ district during any school year.
2. **A** ~~No~~ student attending a school operated by **the Board of Education** ~~this district~~ shall **not** be **concurrently** enrolled in more than one school register in **any the school** district during a school year **with the exception of shared-time students**. ~~All students shall be enrolled as of the first day of attendance for that year.~~
3. **A** ~~No~~ student shall **not** be enrolled in a school register until the student has reached **over the age of five years in accordance with N.J.S.A. 18A:38-1 – Attendance at School Free of Charge**. **The district may enroll students under the following legal school ages:**
 - a. Kindergarten – **older more than four years and younger less than six years; in accordance with Policy 5112.**
 - b. **State-funded preschool program – at least three years of age and younger than five years; and Day school – more than five years; or**
 - c. Preschool **students with disabilities** ~~disabled~~ – **at least more than three years of age and younger less than five years.**
4. Within ten **school** days of the start of the school year, the district shall determine **whether a student who attended the previous year but not the current school year** ~~any re-entering student who has not~~



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ENROLLMENT ACCOUNTING (M)

~~attended school that year~~ has an excused absence or has transferred, withdrawn, or dropped out of the school district.

5. Any student enrolled in ~~the a school register in a school~~ district who moves to another school district in the same school year shall be ~~enrolled in the school~~ ~~one~~ register in the new school district upon ~~enrollment~~ ~~entering school in that school district~~.

6. The average daily enrollment in the district for a school year shall be the sum of the ~~total~~ days ~~in membership~~ ~~present and absent~~ of all enrolled students when schools were in session during the year, divided by the number of days ~~schools were actually~~ in session. The average daily enrollment for the ~~programs of instruction~~ classes or schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual ~~programs of instruction~~ classes or schools.

a. "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

~~7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.~~

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure



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ENROLLMENT ACCOUNTING (M)

- a. Each employee responsible for the maintenance and safe keeping of a school register (and whose name appears on the cover of the register) shall conduct a count of the students entered in the register on the last school day prior to October 16.
 - b. The count shall include all students **as required to be reported in accordance with the provisions of N.J.S.A. 18A:7F-33** ~~who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.~~
 - c. The count shall be recorded on a form, and the form shall be submitted to the **School Business Administrator/Board Secretary or designee** ~~Superintendent~~ no later than October 16.
2. Data Collection
- a. The **Superintendent or designee** ~~School Business Administrator/Board Secretary~~ shall assign responsibility for the preparation of worksheets to document the compilation of register data.
 - b. Completed worksheets shall be submitted to the School Business Administrator/Board Secretary **or designee** who shall compare the data submitted on the worksheets to the register count submitted in accordance with B.1.a.
 - c. The School Business Administrator/Board Secretary **or designee** shall reconcile all inconsistencies between worksheet data and register counts and submit final enrollment counts to the **Superintendent of Schools** as required.
3. Application Submission
- The School Business Administrator/Board Secretary **or designee, with approval of the Superintendent,** shall file with the



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~~Commissioner the report required by N.J.S.A. 18A:7F-33 shall complete the Application for State School Aid and submit the application to the Superintendent for approval.~~

Issued: 14 October 2013

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

Operations
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STUDENT RECORDS (M)

8330 STUDENT RECORDS (M)

M

The Board of Education ("The Board") believes that information about individual students must be compiled and maintained in the interest of the student's educational welfare and advancement. The Board will strive to balance the student's right to privacy against the district's need to collect, retain, and use information about individual students and groups of students. The Board authorizes the establishment and maintenance of student files that include only those records mandated by law, rules of the State Board of Education, authorized administrative directive, and those records permitted by this Board.

The Superintendent shall prepare, present to the Board for approval, and distribute regulations that implement this Policy and conform to applicable State and Federal law and rules of the State Board of Education.

General Considerations

The Board shall compile and maintain student records and regulate access, in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in ~~student educational~~ records in a manner that assures the security of ~~the such~~ records in accordance with the provisions of N.J.A.C. 6A:32-7.4 et seq. Student records shall contain only ~~such~~ information ~~that~~ as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record. The ~~school~~-district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and ~~Board local~~ policies shall be made available upon request. The ~~school~~ district shall make every effort to notify parents and adult students in their dominant language.

~~Nonadult~~ ~~A nonadult~~ students may assert rights of access only through ~~their~~ ~~his or her~~ parent(s). However, nothing in N.J.A.C. 6A:32-7 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if ~~the information contained in the record~~ ~~such knowledge~~ is necessary to protect the health or safety of the student or other persons.



No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.

Student Information Directory

A student information directory is maintained by the Board which includes information relating to a student as defined in N.J.A.C. 6A:32-2.1. This information includes: name; grade level; date and place of birth; dates of school attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information. The student information directory shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption.

In the event the ~~school~~ district publishes a student information directory, the Superintendent or designee will provide a parent or adult student a ten-day period to submit to the Superintendent a written statement prohibiting the **inclusion of school district from including** any or all types of information about the student in any student information directory before allowing access to **the such directory and school facilities** to educational, occupational, and military recruiters pursuant to N.J.S.A. 18A:36-19.1 and 20 U.S.C. §8528 - Armed Forces Recruiter Access to Students and Student Recruiting Information of the **Every Student Succeeds Act of 2015** ~~Elementary and Secondary Act (ESEA) of 1965~~. In accordance with N.J.S.A. 18A:36-19.1, military recruiters will be provided the same access to a student information directory that is provided to educational and occupational recruiters.

School Contact Directory for Official Use

A school contact directory for official use is a compilation by the ~~school~~ district that includes the following information for each student: name; address; telephone number; date of birth and school enrollment. The district shall compile and maintain—a school contact directory for official use **in accordance with N.J.A.C. 6A:32-7.2**, that is separate and distinct from the student information directory. The student contact directory may be provided for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. To exclude any information from the school contact directory for official use the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing



Mandated and Permitted Student Records

Mandated student records are those records ~~school~~ districts have been directed to compile by State statute, regulations, or authorized administrative directive in accordance with N.J.A.C. 6A:32-7.3.

Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare. The Board shall authorize the permitted records to be collected by adopting Policy and Regulation 8330, which will list such permitted records.

Maintenance and Security of Student Records

The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district **in accordance with the provisions of N.J.A.C. 6A:32-7.4.** ~~This~~ Policy and Regulation 8330 assure that access to **student** ~~such~~ records is limited to authorized persons.

Records for each individual student may be stored electronically or in paper format. When student records are stored electronically, proper security and back-up procedures shall be administered.

Student health records, whether stored on paper or electronically, shall be maintained **in accordance with N.J.A.C. 6A:32-7.1(l)** ~~separately from other student records, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~ Records shall be accessible during the hours in which the school program is in operation.

Any district ~~internet~~ website shall not disclose any personally identifiable information about a student ~~without receiving prior written consent from the student's parent,~~ in accordance with the provisions of N.J.S.A. 18A:36-35 **and N.J.A.C. 6A:32-2.1.** ~~Personally identifiable information means student names; student photos; student addresses; student e-mail addresses; student phone numbers; and locations and times of class trips.~~

Access to Student Records

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under



N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.

The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth at N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations in accordance with N.J.A.C. 6A:32-7.5(c).

~~The district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.~~

Access to and disclosure of a student's health record shall meet the requirements of the FERPA Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).

Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records.

Nothing in N.J.A.C. 6A:32-7.1 et seq. or in this Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

In complying with N.J.A.C. 6A:32-7 – Student Records, the district individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act (OPRA) and FERPA 34 CFR Part 99, the Family Educational Rights and Privacy Act (FERPA).

Conditions for Access to Student Records



All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.4 et seq. shall have access to ~~the records of~~ a student **record** subject to conditions outlined in N.J.A.C. 6A:32-7.6(a).

Rights of Appeal for Parents and Adult Students

Student records are subject to challenge by parents and adult students on the grounds of inaccuracy, irrelevancy, **impermissible** ~~impermissive~~ disclosure, inclusion of improper information or denial of access to organizations, agencies, and persons in accordance with N.J.A.C. 6A:32-7.7(a).

To request a change in the **student** record or to request a stay of disclosure pending final determination of the challenged procedure, the parent or adult student shall follow the procedures pursuant to N.J.A.C. 6A:32-7.7(b).

Appeals relating to student records for students with disabilities shall be processed in accordance with the requirements of N.J.A.C. 6A:32-7.7(c).

Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for **contesting a portion of the student record, including the decision made in the appeal.** ~~disagreement with the decision made in the appeal. Such statements~~ **The parent's or adult student's statement** shall be maintained as part of the student record as long as the contested portion of the **student** record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.

Retention and Disposal of Student Records

A student record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the ~~school~~ district. The **Board** ~~school district~~ shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.

Student records of currently enrolled students, other than **the records** that described in N.J.A.C. 6A:32-7.8(f) may be disposed of after the information is no longer necessary to provide educational services to a student and in accordance with the provisions of N.J.A.C. 6A:32-7.8(c).



Upon graduation or permanent departure of a student from the ~~school~~ district, the parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(fe), may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. Such disposition shall be in accordance with the provisions of N.J.A.C. 6A:32-7.8(c)2

No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.

In accordance with N.J.A.C. 6A:32-7.8(fe), the ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for 100 years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

N.J.S.A. 18A:36-19; 18A:36-19.1; 18A:40-4; 18A:40-19
N.J.A.C. 6A:32-7.1; 6A:32-7.2; 6A:32-7.3; 6A:32-7.4; 6A:32-7.5;
6A:32-7.6; 6A:32-7.7; 6A:32-7.8
20 U.S.C. §8528

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REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

OPERATIONS
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STUDENT RECORDS (M)

R 8330 STUDENT RECORDS (M)

M

A. Definitions (N.J.A.C. 6A:32-2.1)

1. “Access” means the right to view, make notes, and/or reproduce a student record.
2. “Adult student” means a person who is at least eighteen years of age, ~~or is attending an institution of postsecondary education~~, or is an emancipated minor.
3. “Days in membership” means the number of school days in session in which a student is enrolled. A student’s membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.
4. “Health history” means the record of a person’s past health events obtained in writing, completed by the individual or the individual’s physician.
53. “Mandated student records” means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
64. “Parent” means the natural or adoptive parent, legal guardian, surrogate parent appointed pursuant ~~according~~ to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student’s welfare) Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights pursuant to ~~under~~ N.J.A.C. 6A:32. In addition, a resource family foster parent may act as a parent pursuant to ~~under~~ the provisions of N.J.A.C. 6A:32 if the parent’s authority to make educational decisions on the student’s behalf has been terminated by a court of appropriate jurisdiction.



75. “Permitted student records” means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
8. “Personally identifiable information” means, but is not limited to:
- a. The student's name;
 - b. The name of the student's parent(s) or other family members;
 - c. The address of the student or the student's family;
 - d. The email address of the student, the student's parent(s), or other family members;
 - e. The telephone number of the student, the student's parent(s), or other family members;
 - f. A personal identifier, such as the student's Social Security number, student number, or biometric record;
 - g. A photo of the student;
 - h. The location and times of class trips;
 - i. Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
 - j. Other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty; or
 - k. Information requested by a person who the district, or private agency that provides educational services by means of public funds, reasonably believes knows the identity of the student to whom the student record relates.



Student Records

9. "Physical examination" means the assessment of an individual's health, in accordance with the requirements at N.J.A.C. 6A:16-2.2.
10. "School contact directory for official use" means a compilation by a district that includes the following information for each student: name, address, telephone number, date of birth, and school of enrollment. The directory may be provided for official use only to judicial, law enforcement, and medical personnel.
11. "Student discipline record" means information regarding all disciplinary actions taken against a student by a school district pursuant to N.J.S.A. 18A:36-25.1.b. and that is maintained in a student's record.
127. "Student information directory" means a publication of the Board of Education that includes information relating to a student. It shall be used only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student's: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.
136. "Student record" means information related to an individual student gathered within or outside the school district and maintained within the school district regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition. In the absence of any "information related to an individual student," the document(s) no longer meets the definition of "student record."



B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access in accordance with the Federal Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, and 34 CFR Part 99, disclosure, or communication of information contained in student educational records in a manner that assures the security of the such records in accordance with the provisions of N.J.A.C. 6A:32-7.1 et seq.
2. Student records shall contain only such information that as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and Board local policies shall be made available upon request. The Board school district shall make every effort to notify parents and adult students in their dominant language.
4. Nonadult A non-adult students may assert rights of access only through their his or her parent(s). However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy 8330 or this Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if the information contained in the record such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to the student's their own records and have access to or be specifically informed about only the that portion of another student's record that contains information about the student his or her own child or himself or herself.



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6. All anecdotal information and assessment reports collected on a student shall be dated and signed by the individual who originated the data.
76. The Superintendent or designee shall require all ~~permitted~~ student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the ~~information material~~ contained therein. The reviewer shall cause ~~information data~~ no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for ~~classified~~ students ~~with disabilities~~ in accordance with N.J.A.C. 6A:14, Special Education. ~~The deleted~~ ~~Such~~ information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
87. No liability shall be attached to any member, officer, or employee of the Board of ~~Education~~ permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 ~~et seq.~~
98. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parents or adult student.
109. Student health records shall be maintained separately from other student records. ~~Student health records also shall be maintained and handled,~~ according to the requirements of N.J.A.C. 6A:32-7.1 ~~et seq.~~, until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)

1. The Board of ~~Education~~ shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
2. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question. Upon request from a court, other judicial



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agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about the student that is contained in the school contact directory for official use.

a. ~~School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.~~

b. ~~Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all information about that student that is contained in the school contact directory for official use.~~

32. **A** ~~To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify, in writing, the Superintendent or designee of their request to exclude any information from the school contact directory for official use in writing.~~

D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)

1. Mandated student records shall include the following:

a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, record of daily attendance, classes attended, grade level completed, year completed, and years of attendance;

b. ~~Record of daily attendance;~~

be. Descriptions of the student progress according to the Board's system of student performance data evaluation used in the school district;



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- cd. History and status of physical health compiled in accordance with State regulations, including immunizations and results of any physical examinations given by qualified school district employees and immunizations;
 - de. Records pursuant to rules and regulations regarding the education of students with disabilities; and
 - ef. All other records required by N.J.A.C. 6A
2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy 8330 and this Regulation 8330. These records may include, but are not limited to:
- a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;
 - b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
 - c. Educationally relevant information provided by the parent, or adult student, ~~or emancipated minor regarding the student's achievements or school activities;~~
 - d. Any correspondence with the student and/or the student's parents;
 - e. Driver education certificate;
 - f. Emergency notification form;
 - g. New student registration form;



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- h. Withdrawal or transfer form;
- i. Change of schedule form;
- ~~j. Records of disciplinary infractions, penalties, and disciplinary hearings;~~
- jk. Records of the student's co-curricular and athletic activities and achievements;
- kl. Class rank;
- lm. Awards and honors;
- mn. Notations of additional records maintained in a separate file;
- no. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- op. Entries indicating review of the file by an authorized person;

E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the ~~school~~ district and shall devise procedures/regulations for assuring that access to **student** ~~such~~ records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. **The Board may store all student records** ~~Records for each individual student may be stored~~ either electronically or in paper format. ~~When student records are stored electronically, proper security and backup procedures shall be administered.~~
 - a. **When student records are stored electronically, proper security and backup procedures shall be administered.**



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3. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l) ~~separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.~~
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after a student's graduation, or termination from the school district, or to age twenty-three, whichever is longer, ~~and~~ The mandated student records shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district or school website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

F. Access to Student Records (N.J.A.C. 6A:32-7.5)

1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1(g) ~~et seq.~~ within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
- ~~2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.~~
23. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights



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under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.

3. The district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or as stated in N.J.A.C. 6A:32-7.5(e) and F.5. below.
4. Access to and disclosure of a student's health record shall meet the requirements of ~~the Family Education Rights and Privacy Act~~, FERPA, 20 U.S.C. §1232g, and 34 CFR ~~C.F.R.~~ Part 99 (FERPA).
5. Organizations, agencies, and persons authorized to access student records shall include only the following:
 - a. The student who has written permission of a parent and the parent of a student under the age of eighteen, regardless of whether the child resides with the parent, except pursuant to N.J.S.A. 9:2-4;
 - (1) The place of residence shall not be disclosed; and
 - (2) Access shall not be provided if denied by a court;
 - b. Students at least sixteen years of age who are terminating their education in the district because they will graduate secondary school at the end of the term or no longer plan to continue their education;
 - c. An adult student and/or a parent who has the written permission of an adult student, except that the parent shall have access without the adult student's consent, as long as the adult student is financially dependent on the parent and enrolled in the public school system, or if the adult student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of a financially dependent adult student may not disclose information



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contained in the adult student's record to a second or third party without the adult student's consent;

- d. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
- e. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record, except under conditions permitted at N.J.A.C. 6A:16-2.4:
 - (1) An approved private school for students with disabilities;
 - (2) A State facility;
 - (3) Accredited nonpublic schools in which students with disabilities have been placed pursuant to N.J.S.A. 18A:46-14; or
 - (4) Clinics and agencies approved by the New Jersey Department of Education;
- f. To fulfill its legal responsibility, the Board shall have access through the Superintendent or designee to information contained in the student's record. Information shall be discussed in executive session, unless otherwise requested by the parent or adult student;
- g. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or



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record information, and shall cease when the specific assigned task is completed;

h. Accrediting organizations to carry out their accrediting functions;

i. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;

j. Officials of other Boards of Education within the State or other educational agencies or institutions where the student is placed, registered, or seeks to enroll, subject to the following conditions:

(1) Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving district, agency, or institution with written notification to the parent or adult student;

(2) Original mandated student records that the Board has required shall be forwarded to the receiving district, agency, or institution only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the districts;

(3) All records to be forwarded, including disciplinary records as specified at N.J.S.A. 18A:36-19a., shall be sent to the Superintendent of the school district to which the student has transferred, or the Superintendent's designee, within ten school days after the transfer has been verified by the requesting district;

(4) The Superintendent or designee shall request, in writing, all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;



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- (5) Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and
- (6) Proper identification, such as a certified copy of the student's birth certificate or other proof of the student's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district;
- k. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
- l. Officers and employees of a State agency responsible for protective and investigative services for students pursuant to N.J.S.A. 9:6-8.40. Whenever appropriate, the Board shall ask the State agency for its cooperation in sharing the findings of an investigation;
- m. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. §1232g(b)(1)(L);
- n. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
- o. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order; and



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p. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Prior to the release of records to a researcher, the Superintendent or designee, shall receive from the researcher written assurance that the records will be used under strict conditions of anonymity and confidentiality.

6. Nothing in N.J.A.C. 6A:32-7, Policy 8330, and this Regulation shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons.

7. In complying with N.J.A.C. 6A:32-7, Policy 8330, and this Regulation, the Board shall adhere to the requirements pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1 et seq., and FERPA, 20 U.S.C. §1232g; 34 CFR Part 99.

a. When responding to OPRA requests from any party, including parties other than those listed in N.J.A.C. 6A:32-7.5(e) and F.5. above, the Board may release, without consent, records removed of all personally identifiable information, as such documents do not meet the definition of a student record. Before making any release, the Board shall have made a reasonable decision that a student's identity cannot be determined whether through single or multiple releases, or when added to other reasonably available information.

~~G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:7.5(e))~~

~~Access shall include only the following:~~

~~1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:~~

~~a. The place of residence shall not be disclosed; and~~



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- b. — Access shall not be provided if denied by a court.
2. — ~~Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;~~
3. — ~~An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;~~
4. — ~~Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;~~
5. — ~~Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:~~
- a. — ~~An approved private school for the disabled;~~
- b. — ~~A State facility;~~
- c. — ~~Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or~~
- d. — ~~Clinics and agencies approved by the Department of Education.~~
6. — ~~To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information~~



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~~contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;~~

- ~~7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;~~
- ~~8. Accrediting organizations in order to carry out their accrediting functions;~~
- ~~9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;~~
- ~~10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
 - ~~a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;~~
 - ~~b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending receiving relationship exists between the school districts;~~
 - ~~c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;~~~~



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- d. ~~The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;~~
 - e. ~~Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and~~
 - f. ~~Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.~~
- 11. ~~Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;~~
 - 12. ~~Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;~~
 - 13. ~~Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);~~
 - 14. ~~Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;~~
 - 15. ~~Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;~~



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- ~~16. — Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;~~
- ~~17. — Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and~~
- ~~18. — In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. — the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 — the Family Educational Rights and Privacy Act (FERPA).~~

GH. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

- 1.** All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student **record** subject to the following conditions:
 - a1.** No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
 - b2.** Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee the request in writing together with any required authorization.
 - c3.** The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual



student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.

d4. Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.

(1)a. Notice to the parent shall not be required when the parent ~~he or she~~ is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).

e5. A record may be withheld from a parent or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.

Hf. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)

1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissible ~~impermissive~~ disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may request seek to: ~~expunge inaccurate, irrelevant, or otherwise improper information from the student's~~



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~~record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.~~

- a. Expungement of inaccurate, irrelevant, or otherwise improper information from the student record;
- b. Insertion of additional data, as well as reasonable comments regarding the meaning and/or accuracy of the student record;
- c. The immediate stay of disclosure pending final determination of the challenged procedure as described in N.J.A.C. 6A:32-7; and/or
- d. Immediate access to student records for organizations, agencies, and persons denied access, pending final determination of the challenged procedure, as described in N.J.A.C. 6A:32-7.

2. To request a change in the student record or to request a stay of disclosure pending final determination of the challenged procedure, a parent or adult student shall notify, in writing, the Superintendent of the specific issues relating to the student record. the process shall be as follows:

- a. ~~A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student's record.~~
- ab. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
- e. ~~If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.~~



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- bd. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal ~~the district's~~ this decision ~~to the Board of Education~~.
 - ce. If an appeal is made to the Board of Education, ~~the Board shall render a decision shall be rendered~~ within twenty school days. ~~The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:43, Controversies and Disputes.~~
 - d. The decision of the Board may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue.
 - e. A record of the appeal proceedings and outcome shall be made a part of the student record with copies made available to the parent or adult student.
 - f. ~~At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.~~
3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of **N.J.A.C. 6A:32-7.7(b)** and I.2. above.
 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons **contesting a portion of the student record, including the decision made in the appeal.** The parent's or adult student's statement shall be maintained as part of the student record, as long as the contested portion of the student record is maintained. If the contested portion of the student record is disclosed to any party, the statement commenting upon the



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information shall also be disclosed to that party for disagreement with the decision made in the appeal.

- a. ~~Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.~~

J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)

1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
 - a. The Board school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.
2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described at in N.J.A.C. 6A:32-7.8(fe) and I.5. below, may be disposed of after the information is no longer necessary to provide educational services to a student. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful.
 - a. ~~Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.~~
3. Upon graduation or permanent departure of a student from the school district:



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STUDENT RECORDS (M)

- a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
- b. Information in student records, other than that described at ~~in~~ N.J.A.C. 6A:32-7.8(f) and I.5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq. The disposition shall be carried out only after the parent or adult student has been notified in writing and written permission has been granted, or after reasonable attempts to notify the parent or adult student and to secure permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of the Treasury.
- ~~c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.~~
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The ~~New Jersey public school~~ district of last enrollment, graduation, or permanent departure of the student from the ~~school~~ district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.

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BOMB THREATS (M)

R 8420.2 BOMB THREATS (M)

M

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. **The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** ~~The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

A. ~~Procedures When a Bomb Threat is Received~~

-

~~1. A bomb threat received by any school employee will be immediately relayed to the Principal or designee.~~

-

~~2. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~

-

~~3. If possible, a telephoned bomb threat should be transferred to the Principal or designee.~~

-

~~a. The Principal or other person who talks to the caller will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~

-

~~b. The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~

-

~~(1) The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~

-

~~(2) The caller (e.g., name, address, location, gender, age, background, motive);~~

-

~~(3) The identity of the person who placed the bomb, if the caller denies responsibility;~~



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-
- (4) ~~— The means by which the bomb was delivered to the site;~~
-
- (5) ~~— The caller’s voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~
-
- (6) ~~— Background sounds (e.g., street noises, music, office or factory machinery, animal noises, voices).~~

~~B. — Procedures to be Used After a Bomb Threat is Received~~

-
- 1. ~~— The Principal or designee will immediately call:~~
 -
 - a. ~~— The Police Department/local law enforcement;~~
 -
 - b. ~~— The Fire Department; and~~
 -
 - c. ~~— The Superintendent's office.~~
-
- 2. ~~— If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows:~~
 -
 - a. ~~— The fire drill alarm may include a building designated code to indicate that a bomb threat has been received;~~
 -
 - b. ~~— If the Principal or designee determines that time permits, students will empty their lockers and leave them unlocked; and~~
 -
 - c. ~~— School staff members and students will be evacuated to a waiting place at least 1000 feet from the school building and behind cover or to a predetermined area outside the school building.~~
-
- 3. ~~— If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation.~~
-
- 4. ~~— The Principal or designee will also:~~



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BOMB THREATS (M)

-
- a. ~~Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
-
- b. ~~Ensure any school buses enroute to the school or other vehicles entering the school grounds are redirected to a designated alternative location pending further instructions from law enforcement officials;~~
-
- c. ~~Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and~~
-
- d. ~~Allow law enforcement officials to control the scene upon their arrival.~~
-
- 5. ~~School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
 -
 - a. ~~Direct students to gather personal belongings in the classroom or within their immediate area;~~
 -
 - b. ~~Instruct students to not use any electronic communication device until instructed otherwise;~~
 -
 - c. ~~Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
 -
 - d. ~~Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
 -
 - e. ~~Take the student roster and the day's attendance;~~
 -
 - f. ~~Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;~~
 -



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BOMB THREATS (M)

- ~~g. — Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;~~
- ~~-~~
- ~~h. — Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~
- ~~-~~
- ~~i. — Not speak to the media or permit media to interview any student.~~
- ~~-~~
- ~~6. — If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.~~
- ~~-~~
- ~~7. — In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:~~
 - ~~a. — Work with law enforcement officials to ensure the continued safety of students and staff;~~
 - ~~-~~
 - ~~b. — Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and~~
 - ~~-~~
 - ~~c. — In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~
- ~~-~~
- ~~8. — The school district will provide school district staff and other school district crisis response team members to provide counseling and support as needed.~~
- ~~-~~
- ~~9. — All bomb threat procedures will be conducted with seriousness and dispatch. It is the intention of these regulations that the school community be protected against harm without conferring notoriety on the person who threatens harm.~~



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BOMB THREATS (M)

-
10. ~~In the event an explosion occurs while the building is evacuated, the Principal or designee, in consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~

-
11. ~~The Principal will submit to the Superintendent a written report of each bomb threat received, the steps taken in response, and the outcome of the threat.~~

-
~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

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LOCKDOWN PROCEDURES (M)

R 8420.7 LOCKDOWN PROCEDURES (M)

M

In the event it is determined by the Principal or designee a circumstance or situation requires the school building’s occupants to remain secure within the school building, the Principal or designee may implement lockdown procedures. The following procedures to ~~shall~~ be enacted during a lockdown shall be included in the school district’s plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420 which shall begin with notification to the building’s occupants that all occupants should commence lockdown procedures. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.

A. ~~Procedures in the Event it is Determined a Lockdown is Warranted~~

-

1. ~~The Principal and/or designee will immediately:~~

-

a. ~~Inform the Superintendent of Schools;~~

-

b. ~~Contact local law enforcement;~~

-

c. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene; and~~

-

d. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene.~~

-

2. ~~The Principal and/or designee will also:~~

-

a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~

-

b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~

-



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- ~~e. Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
- ~~d. Will allow local law enforcement officials to control the scene upon their arrival.~~
- ~~3. School staff members, upon receiving notice the school needs to be in a lockdown situation, will:~~
 - ~~a. Turn off all lights, close blinds/shades and turn off electronic equipment;~~
 - ~~b. Instruct students to be absolutely quiet and discourage the individual use of cellular telephones;~~
 - ~~c. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - ~~d. Close and lock doors and windows from inside the room, if possible;~~
 - ~~e. Secure all staff, students and visitors, including those from hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom areas without risking their own safety or the safety of others already secure;~~
 - ~~f. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~
 - ~~g. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~
- ~~4. Any school staff member not supervising students at the time of the lockdown notification should go to the nearest classroom or secure area to assist other staff members with students. These staff members should ensure any students in hallways and other unsecured and open areas are taken to the nearest classroom and/or secured area.~~



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~~These lockdown procedures are recommended for implementation in the event it is determined a lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

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ACTIVE SHOOTER (M)

R 8420.10 ACTIVE SHOOTER (M)

M

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. **The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.** ~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

A. ~~Procedures in the Event of an Active Shooter in the School or on School Grounds~~

1. ~~If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~

a. ~~Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~

b. ~~Contact local law enforcement;~~

c. ~~Inform the Superintendent of Schools;~~

d. ~~Deactivate fire alarm pull stations without disengaging the fire sensors, if feasible, until law enforcement officials arrive on scene;~~

e. ~~Deactivate school bell systems, if feasible, until law enforcement officials arrive on scene; and~~

f. ~~Direct staff and students outside the building, if the active shooter is believed to be in the building, to move immediately to a predetermined evacuation assembly location and be prepared to evacuate the school site, if necessary.~~



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- 2. ~~The Principal and/or designee will also:~~
 - a. ~~Communicate to any staff outside the building to stop pedestrians and vehicles, including school buses, from entering the school grounds;~~
 - b. ~~Assign a staff member in the main office to maintain communication with classrooms and monitor status and, if needed, designate a staff member to meet and brief local law enforcement upon their arrival;~~
 - c. ~~Determine, in consultation and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~
 - d. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~
- 3. ~~School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~
 - a. ~~If not already confirmed, upon first indication of an intruder or armed intruder will immediately notify the Principal or designee;~~
 - b. ~~Turn off all lights, close blinds/shades, and turn off electronic equipment;~~
 - c. ~~Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~
 - d. ~~Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~
 - e. ~~Close and lock doors and windows from inside the room, if possible;~~
 - f. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other~~



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ACTIVE SHOOTER (M)

~~is believed to be in the school building. The notification procedure would alert law enforcement officials if a classroom or other secured area is safe and secure or if emergency assistance is needed. The procedure may be a color card system placing colored cards inside or outside doors or windows or any other procedure agreed to by the Principal and local law enforcement.~~

~~B. Procedures After Active Shooter Situation is Brought Under Control~~

- ~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~
- ~~2. Evacuation of the building after the active shooter situation has been declared under control shall be under the direction of the Principal or designee and law enforcement officials.~~
- ~~3. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures.~~
- ~~4. The school district will provide school district staff and other crisis response team members to provide counseling and support as needed.~~
- ~~5. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~
- ~~6. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~



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