


**DISTRICT OF ROXBURY TOWNSHIP
BOARD OF EDUCATION
MAY 23, 2022
REGULAR MEETING AGENDA
ROXBURY HIGH SCHOOL
1 Bryant Drive, Succasunna, NJ 07876**

CALL TO ORDER: 6:30 P.M.

PUBLIC SESSION: 7:30 P.M.

<p style="text-align:center">SPEAKER REQUEST AT BOARD OF EDUCATION MEETINGS</p> <p><i>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.</i></p>	<p><i>ACCESS AGENDA & EXHIBITS ONLINE:</i></p> 
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I. MEETING CALLED TO ORDER

The Roxbury Township Board of Education is meeting in 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	Municipal Clerk
Daily Record – Newspaper	Roxbury Public Library
Roxbury Website – https://www.roxbury.org/domain/83	

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

RESOLVED, that the Roxbury Township Board of Education hold an Executive Session on May 23, 2022 regarding personnel matters, student matters, and attorney client privilege.

IV. ROLL CALL

V. PUBLIC SESSION

VI. PLEDGE OF ALLEGIANCE

May 23, 2022

VII. PRESENTATION

Educator of the Year

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 May 9, 2022
2. Minutes of the Executive Session of May 9, 2022

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 1-15)

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.

BILLS LIST

- *1. RESOLVED, that the Roxbury Township Board of Education approve the May 2022 bills list totaling \$3,009,810.38 as presented.

TRANSFERS

- *2. RESOLVED, that the Roxbury Township Board of Education approve the April 2022 list 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 Report for April 2022.

TREASURER'S REPORT

- *4. RESOLVED, that the Roxbury Township Board of Education approve the Treasurer's Report for April 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 April 2022 that no major accounts and fund balances in the 2021/2022 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.

TRAVEL REQUESTS

- *6. 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.

	<i>Name</i>	<i>Workshop Title</i>		<i>Place*</i>	<i>Date of Workshop</i>	<i>Registration Fee</i>	<i>Total Estimated Expenses</i>
1.	Tom, Jean	Engineering E3 Day	4 S-1	Randolph, NJ	5/19/22	\$0	\$3.92
2.	Harrison Calderon, Jessica	NJSMA Membership PD Day	4 S-1	Mountain Lakes, NJ	6/6/22	\$0	\$9.45
3.	Coakley, Leo	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
4.	Colucci, Anne	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
5.	Danielson, Michelle	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$514.40
6.	Ferrare, Lisa	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$511.20
7.	Katz, Robert	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$515.40
8.	Kolbusch, Kathy	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$514.70
9.	Masi, Dan	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80

10.	Mondanaro, Joseph	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
11.	Pitzer, Wade	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
12.	Radulic, Loretta	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
13.	Riffel, Peter	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24/22-10/26/22	Group Registration**	\$516.80
13.	Scheneck, Carol	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
14.	Seipp, Charles	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$516.80
15.	Staples, Brian	NJSBA Workshop 2022	4	Atlantic City, NJ	10/24-10/26/22	Group Registration**	\$515.40
16.	Forlenza, Corey	73rd NATA Clinical Symposia & AT Expo	4	On Demand	6/28-7/1/22	\$345.00	\$345.00
17.	Del Rosario, Monica	SWEL Certificate Workshop Series	4 T3	Online	6/14-7/19/22	\$1920.00	\$1920.00
18.	Cantwell, Kevin	Fundamentals of Coaching	4	Online	n/a	\$100.00	\$100.00

Notes: *If in-person session is held, attendance will require employee to follow all safety and social distancing protocols. 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.

**Group Registration fee total amount of \$2100.00 which includes up to 25 members.

- *7 RESOLVED, that the Roxbury Township Board of Education approve up to six teachers to attend Columbia University Teachers College Reading and Writing Project Summer Institutes virtually in June, July and August of 2022 at a cost of \$850 per participant, total cost not to exceed \$5,100.

CONTRACTS

- *8. RESOLVED, that the Roxbury Township Board of Education approve the 2022-2023 Agreement with Bergen County Special Services for Audiology Services on the basis of need for 17 students for a maximum of (55) fifty-five hours as needed. Bergen County Special Services will provide services at a rate not to exceed \$10,340.00 unless otherwise agreed upon.
- *9. RESOLVED, that the Roxbury Township Board of Education approve a contract with Spectrum Consulting, Inc., 5 Lionel Place, Whippany, NJ to provide transportation for a student starting July 1, 2022 through June 30, 2023 as per OAL DOCKET NO.: EDS TBD/Agency REF. NO.: 2020-31329 in the amount of \$89,250.00.

APPROVAL OF PURCHASES

- *10. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a pick up truck from Mall Chevrolet, Inc., 75 Haddonfield Road, Cherry Hill, NJ in the amount of \$31,900.85.
- *11. RESOLVED, that the Roxbury Township Board of Education approve the purchase of a flooring for Roxbury High School from Hannon Floors, 1119 Springfield Road, Union, NJ in the amount of \$15,619.60.

- *12. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Turf Field for Roxbury High School from FieldTurf USA, Inc., 175 N Industrial Blvd NE, Calhoun, GA in the amount of \$1,138,456 and funded through the Capital Reserve Account.
- *13. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Engineering Services for a New Turf Field at Roxbury High School from Gianforcaro, 555 East Main Street, Suite One, Chester, NJ in the amount of \$56,922.80 and funded through the Capital Reserve Account.
- *14. RESOLVED, that the Roxbury Township Board of Education approve the purchase of Chromebooks from Dell Technologies, One Dell Way, Mail Stop 8129, Round Rock, TX in the amount of \$3,411.00 as per Dell Technologies quote#3000120080324.1. This purchase is funded through Technology Lease.

ACCEPTANCE OF GRANT FUNDS - ESEA

- *15. RESOLVED, that the Roxbury Township Board of Education approve the acceptance of the FY23 Elementary and Secondary Education Act (ESEA) Consolidated Subgrant funds as shown below for the project period of July 1, 2022 to September 30, 2023.

Title I-A	\$151,817
Title II-A	\$64,298
Title III	\$18,224
Title III Imm	\$6,525
Title IV	\$23,900

B. Education (Resolutions 1-12)

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 2021/2022 school year, ending as of May 6, 2022 for Incident Nos. 92 through 103.
- *2. RESOLVED, that the Roxbury Township Board of Education acknowledges receipt of the Harassment, Intimidation, and Bullying Report for the 2021/2022 school year, beginning May 7, 2022 and ending May 20, 2022 for Incident Nos. 104 through 109.

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.

	School	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Date(s) of Trip
# 1	NES	B.MacIntosh; A.Marrese; J.Molnar	LLD, TIDES	20	Horseshoe Lake	Succasunna, NJ	6/2/22 (Thu)
# Amends & supersedes resolution app'd 11/15/21, XVI.B.7.5.							

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:

	School	Date of Trip	Faculty Sponsor	Group	# of Students	Trip Destination	Location	Purpose
1	EMS	2022-06-03 (Fri)	T.Hubert; A.Somers	SUMMIT	6	Horseshoe Lake	Succasunna, NJ	Reward trip earned through class's behavioral-support program
2	KES	2022-06-03 (Fri)	A.Davis; A.Somers	REACH	6	Horseshoe Lake	Succasunna, NJ	Reward trip earned through class's behavioral-support program
3	LRS	2022-06-06 (Mon)	C.Argenziano	Gr. 6	263	Horseshoe Lake	Succasunna, NJ	End-of-year activities, 6th Grade Picnic
4	LRS	2022-06-08 (Wed)	C.Argenziano	Gr. 5	246	Horseshoe Lake	Succasunna, NJ	End-of-year activities, 5th Grade Picnic
* 5	RHS	2022-06-01 (Wed) [Rain date 2022-06-03 (Fri)]	K.Bewalder; J.McCracken; J.Spargo	Peer Leaders	10	Franklin ES	Succasunna, NJ	Community involvement & service hours for Peer Leaders as they will be helping out w/ Franklin's Field Day
* 6	RHS	2022-06-03 (Fri)	P.Critelli; David Hughes; A.Somers; C.Thompson; A.Vergara	SUMMIT	25	Horseshoe Lake	Succasunna, NJ	Reward trip earned through class's behavioral-support program
* 7	RHS	2022-05-25 (Wed)	F.Caccavale	Structural Design/Fabrication	10 each day	501 Edith Road	Landing, NJ	Work on Habitat for Humanity Home built by SDF students
* 8	RHS	2022-05-31 (Tue)						
* 9	RHS	2022-06-01 (Wed)						
* 10	RHS	2022-06-02 (Thu)						
* 11	RHS	2022-06-06 (Mon)						

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2022/2023

5. RESOLVED, that the Roxbury Township Board of Education approve 2022/2023 Extended School Year and 2022/2023 School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
210044	P.G. Chambers School	\$90,554.10	7/5/22-6/30/23
211331	P.G. Chambers School	\$90,554.10	7/5/22-6/30/23
207240	P.G. Chambers School	\$90,554.10	7/5/22-6/30/23
207726	Sage Alliance Boonton	\$68,900.00	9/1/22-6/30/23
209893	Bayada Home Health Care, Inc	\$92,610.00	7/1/22-6/30/23
204047	Morris-Union Jointure Commission Board of Education	\$99,824.00	9/6/22-6/30/23
208873	Bergen County Special Services School District	\$825.00	7/5/22-8/4/22

OUT-OF-DISTRICT PLACEMENTS/SERVICES - 2021/2022

6. RESOLVED, that the Roxbury Township Board of Education approve 2021/2022 Extended School Year Out-Of-District Placements/Services listed below:

<i>File Number</i>	<i>School or Provider</i>	<i>Total Cost</i>	<i>Dates</i>
208982	Bergen County Special Services School District	\$825.00	7/5/22-8/4/22

APPROVAL OF SENIOR OPTION AND COLLEGE OPTION PROJECTS - RHS

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

Student	Research Focus	Credits
205481	Athletic Training Experience	5

- *8 RESOLVED, that the Roxbury Township Board of Education accepts the College Option Program for the classes at Roxbury High School listed below to be completed in the 2022/2023 school year.

Student	Research Focus	Credits
208444	Advanced Mathematics	10

AUTHORIZATION TO ESTABLISH SPORT

- *9. RESOLVED, that after having completed a Board approved, three-year trial period, authorization to establish the following sport be approved effective August 25, 2022, pending stipend negotiations with the Roxbury Education Association.

Sports as of 2022/2023						
	<i>School</i>	<i>Sport</i>	<i>Yr 1 of Trial (19/20) aprvd on:</i>	<i>Yr 2 of Trial (20/21) aprvd on:</i>	<i>Yr 3 of Trial (21/22) aprvd on:</i>	<i>Stipend (as of 22/23)</i>
1	RHS	Bowling	9/6/19	11/23/20	6/7/21	TBD

EXTRACURRICULAR CLUB AGREEMENTS

10. RESOLVED, that authorization to establish Year One of the following extracurricular clubs on a two-year trial basis be approved effective August 25, 2022 through June 30, 2023.

Extracurricular Clubs Two-year trial basis Year 1 as of 2022/2023		
	<i>School</i>	<i>Club Name</i>
1	EMS	Peer Mentoring
* 2	RHS	Aviation

BILINGUAL PROGRAM WAIVER REQUEST

- *11. RESOLVED, that the Roxbury Township Board of Education approves the submission of the waiver from a full-time bilingual education program for the 2022-2023 School Year to the New Jersey Department of Education for approval.

TITLE I S.A.I.L. PARENT ACADEMY

12. RESOLVED, that the following staff members be approved as indicated on an as needed basis as Title I Parent Academy Monitors.

	<i>Name</i>	<i>Start Date</i>	<i>End Date</i>	<i>Salary Guide</i>	<i>Hourly Rate</i>	<i>Discussion</i>
1	Any full-time employee assigned to Franklin and/or Nixon Elementary school	5/17/22	6/30/22	2020-23 REA Contract for Parent University	\$37.00/hr	Salaries to be paid from Title IA grant allocation.

C. Policies (Resolution 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:

	<i>Policy/Regulation Number</i>	<i>Policy/Regulation Title</i>	<i>Exhibit Number</i>
a	Policy 1648.14 (Abolished)	Safety Plan for Healthcare Settings in School Buildings - COVID-19 (M)	P1
b	Policy 1648.15 (New)	Recordkeeping for Healthcare Settings in School Buildings - COVID-19 (M)	P2
c	Policy 2415.04 (Revised)	Title I - District-Wide Parent and Family Engagement (M)	P3
d	Policy 2415.50 (New)	Title I - School Parent and Family Engagement (M)	P4
e	Policy 2416.01 (New)	Postnatal Accommodations for Students	P5
f	Policy (M) & Regulation 2417 (Revised)	Student Intervention and Referral Services	P6 & P7
g	Policy 3161 (Revised)	Examination for Cause	P8
h	Policy 4161 (Revised)	Examination for Cause	P9
i	Policy 5512 (Revised)	Harassment, Intimidation, and Bullying (M)	P10
j	Policy 7410 (Revised)	Maintenance and Repair (M)	P11
k	Regulation 7410.01 (Revised)	Facilities Maintenance, Repair Scheduling, and Accounting (M)	P12
l	Policy 8420 (Revised)	Emergency and Crisis Situations (M)	P13
m	Policy & Regulation 9320 (Revised)	Cooperation with Law Enforcement Agencies (M)	P14 & P15

D. Personnel (Resolutions 1-16)

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

1. 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	MacIntosh, Bria	NES	Special Education Teacher (TIDES)	Resignation for personal reasons	6/30/22	
2	Marrese, Alexandra	NES	Special Education Teacher (TIDES)	Resignation for personal reasons	6/30/22	
* 3	Nelson, Susan	Dist	Permanent Substitute Nurse	Resignation for personal reasons	5/30/22	To accept f/t position in district
4	Pennimpede, Rosa	LRS	Special Education Paraprofessional	Resignation for retirement purposes	6/30/22	
5	Segrave, Kelly	EMS	Cafeteria Aide	Resignation for personal reasons	6/30/22	
6	Swaim, Jessica	EMS	Assistant Principal	Resignation for personal reasons	7/29/22	
* 7	Wasek, Jennifer	RHS	Special Education Paraprofessional	Resignation for retirement purposes	6/30/22	

LEAVES OF ABSENCE

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

	<i>Employee</i>	<i>Leave Start Date</i>	<i>Paid Leave</i>	<i>Unpaid FMLA/ NJFLA ^</i>	<i>Return Date</i>	<i>Discussion</i>
1	12645	3/28/22	Using 1 personal day	11 wks of FMLA/NJFLA	8/25/22	Amends <i>Unpaid FMLA/NJFLA & Return Date</i> previously app'd 4/25/22, XVII.C.3.1
2	17988	9/7/22 or sooner if nec	Using available sick days	FMLA/NJFLA	1/11/23	
3	20205	5/23/22	Using 15 sick days and 0.5 personal day	FMLA, if needed	upon release by physician	
4	20547	6/9/22 or sooner if nec	Using available sick days	FMLA/NJFLA	11/14/22	Amends <i>Leave Start Date</i> app'd 2/28/22, XVI.D.2.8
^Leave becomes unpaid when sick/personal days depleted or released by physician, whichever occurs first.						

REASSIGNMENTS / TRANSFERS

3. RESOLVED, that the Roxbury Township Board of Education approve the transfer or reassignment for the staff members listed below:

	<i>Name</i>	<i>Former Assignment & Loc.</i>		<i>New Assignment & Loc.</i>		<i>Effective Date</i>	<i>Discussion</i>
1	Cox, Bruce	Special Education Paraprofessional	EMS	Special Education Paraprofessional	LRS	5/9/22	
2	Ruiz, Idalis	Special Education Paraprofessional	LRS	Special Education Paraprofessional	EMS	5/9/22	

- *4. 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.	Salary Guide / Step	Hourly Rate	Effective Date	Discussion
1	Turpin, Gina	Bus Aide AID.BUS.TRN.NA.10 TR	Bus Driver BUS.TR.DRI.RE.09 TR	RBDG Step 1	\$26.33	5/19/22 - 6/30/22	Replacement in position

5. 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.	Salary Guide / Step	Per Diem Rate	Effective Date	Discussion
1	DeMaio, Brittany	Special Education Paraprofessional AID.SPE.PT.NA.35 JES	Leave Repl Teacher (Kdg) JES	N/A	\$297.00	5/20/22 - 6/17/22	Non-tenure track replacement in position TCH.JEF.KIN.NA.01. # Post 6/17/22, returning to position app'd 5/9/22, XVI.C.11.4.d.18

ANNUAL REAPPOINTMENTS

6. RESOLVED, that the Roxbury Township Board of Education amends the tenure status acknowledged at its meeting of May 9, 2022 for Mr. Sean Drury in Resolution XVI.C.11.2, Exhibit HR2, Row No. 86 from “Non-Tenured” to “Tenured”.
7. RESOLVED, that the Roxbury Township Board of Education approve the following staff reappointments for 2022 - 2023:

	Name	Position	Salary	Start Date	End Date	Discussion
* 1	Johnson, Heather	Computer Technician	\$58,124	7/1/22	6/30/23	Unaffiliated Salaried Employee
* 2	Wagner, Matthew	Systems Administrator	\$67,000	7/1/22	6/30/23	Unaffiliated Salaried Employee

APPOINTMENTS

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

	Name	Loc	Position	Salary Guide / Step	Salary	Start Date	End Date	Discussion
* 1	Geary, Jason	RHS	Math Teacher	22/23 BA Step 8	\$58,725	8/25/22	6/30/23	Tenure track replacement in position TCH.RHS.MAT.NA.11
* 2	Kelaid, Mina	RHS	Assistant Principal	n/a	\$105,000	7/1/22	6/30/23	Tenure track replacement in position ADM.RHS.APR.NA.01

* 3	Kong, Kristina	RHS	Dance Teacher	22/23 MA+15 Step 2	\$62,965	8/25/22	6/30/23	Tenure track replacement in position TCH.RHS.DAN.NA.01
4	Mobilio, Jessica	KES	Permanent Substitute Teacher (0.80)	n/a	\$160.00 per diem	5/20/22	6/30/22	Tenure track replacement in position TCH.SUB.PERM.KES.01
* 5	Nelson, Susan	RHS	Nurse	n/a	\$67,000 prorated	5/31/22	6/30/22	Non-tenure track replacement in position NRS.RHS.NRS.NA.01. Appt amends & supersedes placeholder app'd 5/9/22, XVI.C.5.5
* 6	Nelson, Susan	RHS	Nurse	n/a	\$67,000	8/25/22	6/30/23	Non-tenure track replacement in position NRS.RHS.NRS.NA.01. Appt amends & supersedes placeholder app'd 5/9/22, XVI.C.5.6
* 7	Tomasheski, Paul	RHS	Social Studies Teacher	22/23 BA Step 9	\$60,655	8/25/22	6/30/23	Tenure track replacement in position TCH.RHS.SST.NA.03
^ 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

9. 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	Schiller, Robert	NES	Leave-repl School Counselor & ABS	\$297.00 per diem	5/24/22	6/17/22	Replacement in position TCH.DS.GUI.NA.01.

APPOINTMENTS - HOURLY EMPLOYEES

10. RESOLVED, that the Roxbury Township Board of Education approve the following Summer Staff members:

	Name	Loc	Position	Guide / Step	Hourly Rate	Start Date	End Date	Discussion
* 1	Arentowicz, Scott	RHS	Security Guard	N/A	\$26.00	7/1/22	8/31/22	Summer shift coverage
* 2	Coppinger, Francis	RHS	Security Guard	N/A	\$26.00	7/1/22	8/31/22	Summer shift coverage
* 3	D'Amato, Sebastian	RHS	Security Guard	N/A	\$26.00	7/1/22	8/31/22	Summer shift coverage
* 4	Hundal, Manpreet	Tech	Summer Computer Technician	N/A	\$15.00	6/1/22	8/31/22	Not to exceed 20 hrs/wk (rehire from Summer 2021)
* 5	Perdomo, John	RHS	Security Guard	N/A	\$26.00	7/1/22	8/31/22	Summer shift coverage
* 6	Roumes, Craig	RHS	Security Guard	N/A	\$18.25	7/1/22	8/31/22	Summer shift coverage

* 7	Scicchitano, Vincent	Tech	Summer Computer Technician	N/A	\$15.00	6/1/22^	8/31/22	Not to exceed 20 hrs/wk
^ Employment start date is pending completion of documentation in accordance with the law or district policy.								

- *11. RESOLVED, that the Roxbury Township Board of Education approve the following staff members to be the Facilities Manager during events hosted at all district properties for \$39.00 hourly on an as needed basis for the period commencing May 23, 2022 through June 30, 2022 and July 1, 2022 through June 30, 2023:

	<i>Name</i>	<i>Primary Job Title</i>
1	Arentowicz, Scott	Security Guard (10m)
2	Coppinger, Francis	Security Guard (10m)
3	Crater, Susan	Security Guard (12m)
4	D'Amato, Sebastian	Security Guard (10m)
5	Gonzalez, Robert	Security Guard (12m)
6	Herter, Herbert	Substitute Security Guard
7	O'Brien, James	Security Guard (12m)
8	Perdomo, John	Security Guard (10m)
9	Roumes, Craig	Security Guard (10m)

APPOINTMENTS - SUBSTITUTES

12. 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	Doucette, Nicole	EMS	Transitional Substitute Teacher (Gr. 8 Math)	\$230.00 per diem	4/29/2022	6/1720/22	Extends <i>End Date</i> app'd 4/4/22, XVI.C.8.3. Coverage for position TCH.EMS.MAT.NA.04
* 2	Brown, Waheebah	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	5/24/2022	6/30/2022	
* 3	King, Mandissa	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	5/24/2022^	6/30/2022	
* 4	McClosky, Veronica	District	Substitute Teacher, Paraprofessional, and Secretary	21/22 Board approved Sub Rate	5/24/2022	6/30/2022	
^Start date pending receipt of documentation in accordance with law and district policy.							

SUBSTITUTES - TRANSPORTATION, TECHNOLOGY, SECURITY, MAINTENANCE/GROUNDS

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

	Name	Position	Hourly Rate	Start Date	End Date	Discussion
1	Herter, Herbert	Substitute Security Guard	\$20.00	7/1/22	6/30/23	Not to exceed 20 hrs/wk
2	Roushinko, Craig	Substitute Bus Aide	\$15.00	5/24/22	6/30/23	Not to exceed 25 hrs/wk

APPROVAL OF SERVICE PAYMENTS

14. 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 2021/2022 school year.

	Name	21/22 Payment	Services Performed
1	Sweer, Krista	\$200	Piano Accompanist for the Franklin Elem School Concert held on 5/3/22

SALARY ADJUSTMENTS - CERTIFICATED STAFF

15. RESOLVED, that the Roxbury Township Board of Education approve the following teaching assignments for the staff indicated below for the 2021/2022 school year, with the understanding that these assignments are subject to change based on scheduling adjustments:

	Name	Loc	Program/ Class	Extra Blocks assigned:	Start Date	Salary Guide / Step	Add. Salary not to exceed
1	Hancock, Jessie	LRS	Supplemental Reading	1 class on MTWF, during Period 6	5/24/22 #	21/22 BA Step 8	\$379
2	Rubenstein, Jill	LRS	Supplemental Reading	1 class on MWF, during Period 7	5/24/22 #	21/22 BA+30 Step 23	\$421
3	Trimmer, Theresa	LRS	Supplemental Reading	1 class daily, during Period 10	5/24/22 #	21/22 MA+30 Step 23	\$880
4	Trimmer, Theresa	LRS	Supplemental Reading	1 class on Thursdays, during Period 3	5/24/22 #	21/22 MA+30 Step 23	\$220
# Coverage for position TCH.SPE.RES.NA.05.							

COMMUNITY SCHOOL

- *16. RESOLVED, that based on current and projected positive health conditions, the staff listed below be appointed for the 2021/2022 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	Fischer (Flynn), Amy	K-4	Sub-Certified	\$22.00	05/24/22	06/30/22	Not to exceed 29.5 Hrs/Wk with various district positions.
2	Manney, Lynn*	K-4	Certified	\$35.00	05/12/22	06/30/22	
*Filing placeholders from the August 30th agenda.							

D. 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 June 13, 2022 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, and matters covered by attorney client privilege during the aforementioned Executive Session; and

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

EXHIBIT P1 – FIRST READING

Administration
1648.14/Page 1 of 15

SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

1648.14 SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

M

A. Purpose and Scope

-

~~The Board of Education is committed to providing a safe and healthy workplace for all employees and has adopted this Policy that shall be the school district's COVID-19 Plan (Plan) that includes procedures to minimize the risk of transmission of COVID-19, in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021. The ETS, 29 CFR §1910 Subpart U, applies to all settings where any school district employee or contracted service provider provides healthcare services or health care support services. Public Employees' Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey, has adopted the ETS in full. However, its applicability for school districts is primarily restricted to the nurse's office and any adjoining clinical areas and not the entire school building.~~

-

~~The Board, administration, and the COVID-19 Safety Coordinator(s) will work collaboratively with all employees in the development, implementation, monitoring, and updating of this Plan.~~

-

1. Definitions

-

~~a. "Employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present.~~

-

~~(1) Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.~~

-

~~b. "Healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services.~~

-



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~(1) Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building in accordance with 29 CFR §1910.502(a)(3)(i).~~

~~e. For the purpose of this Policy, additional definitions shall be those definitions listed in 29 CFR §1910.502(b).~~

~~2. The school district has multiple healthcare settings that are substantially similar; therefore, has developed and adopted this single Plan for these substantially similar healthcare settings, with site-specific considerations included in this Plan. The healthcare settings in the school district are listed in Appendix 1.~~

~~a. Any school district health care settings that are not substantially similar, the school district shall develop and adopt separate COVID-19 Plans for each healthcare setting and list them in Appendix 1.~~

~~B. Roles and Responsibilities for School District Employees~~

~~1. The school district's goal in adopting this Policy is to prevent the transmission of COVID-19 in the school district's healthcare settings. All staff members are responsible for supporting, complying with, and providing recommendations to further improve this Plan.~~

~~2. The Superintendent will designate a COVID-19 Safety Coordinator(s) who shall implement and monitor this Plan. The COVID-19 Safety Coordinator(s) shall have the school district's full support in implementing and monitoring this Plan, and has authority to ensure compliance with all aspects of this Plan.~~

~~C. Hazard Assessment and Worker Protections~~

~~1. The Superintendent of Schools or designee will conduct a specific hazard assessment of its healthcare settings to determine potential hazards related to COVID-19.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- ~~a. A hazard assessment will be conducted initially and whenever changes in a healthcare setting in the school district create a new potential risk of employee exposure to COVID-19 (e.g., new work activities in the healthcare setting).~~
- ~~2. The Superintendent has developed and the Board has adopted this Plan that includes the procedures the school district will use to determine an employee's vaccination status as outlined in Appendix 2.~~
 - ~~a. In the event the Superintendent or designee cannot or does not determine or confirm the vaccination status of an employee, the employee shall be presumed to be unvaccinated.~~
- ~~3. All completed hazard assessment forms and results will be attached to this Plan in Appendix 3 and will be accessible to all employees at each school district facility.~~
- ~~4. The school district will address the hazards identified by the assessment, and have included in this Plan the procedures to minimize the risk of transmission of COVID-19 for each employee. These procedures are included in the following Appendices:~~
 - ~~a. Patient Screening and Management~~
 - ~~(1) In healthcare settings in the school district where direct patient care is provided, the school district will include protocols addressing patient screening and management in Appendix 4.~~
 - ~~b. Standard and Transmission Based Precautions~~
 - ~~(1) The school district will develop and implement procedures to adhere to Standard and Transmission-Based Precautions in accordance with CDC's~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~“Guidelines for Isolation Precautions” which are included in Appendix 5.~~

~~5. Personal Protective Equipment (PPE)~~

- ~~a. The school district will provide and ensure that employees wear approved facemasks or a higher level of respiratory protection.~~
- ~~b. The school district will include protocols to address PPE for healthcare settings in Appendix 6.~~

~~6. Physical Distancing~~

- ~~a. The school district will ensure that each employee is separated from all other people in the healthcare setting by at least six feet when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity.~~

~~(1) Where maintaining six feet of physical distance is not feasible, the school district will ensure employees are as far apart from other people as possible.~~

- ~~b. Physical distancing will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

- ~~c. The school district will include protocols to address physical distancing for healthcare settings in Appendix 7.~~

~~7. Physical Barriers~~

- ~~a. The school district will install physical barriers at each fixed work location outside of direct patient care areas where each employee is not separated from all other people by at least six feet of distance and spacing cannot be increased, unless it can be demonstrated that it is not feasible to install such physical barriers.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

-
b. ~~Physical barriers will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

-
c. ~~The school district will include protocols to address physical barriers for healthcare settings in Appendix 8.~~

-
8. ~~Cleaning and Disinfecting in the Healthcare Setting~~

-
a. ~~The school district will implement policies and procedures for cleaning, disinfecting, and hand hygiene, along with the other provisions required by the ETS, as part of a multi-layered infection control approach for all healthcare settings.~~

-
b. ~~The school district will include protocols to address cleaning and disinfecting for healthcare settings in Appendix 9.~~

-
9. ~~Ventilation~~

-
a. ~~The school district will implement procedures for each facility's heating, ventilation, and air conditioning (HVAC) system and include protocols addressing ventilation for healthcare settings in Appendix 10.~~

-
b. ~~Ventilation policies and procedures will be implemented, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.~~

-
c. ~~The Superintendent or designee will identify the building manager, HVAC professional, or maintenance employee who can certify that the HVAC system(s) are operating in accordance with the ventilation provisions of the ETS and list the individual(s) in Appendix 10.~~

-
D. ~~Health Screening and Medical Management~~

-
1. ~~Health Screening~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- a. ~~“Screening” means, for the purpose of this Policy, asking questions to determine whether a person is COVID-19 positive or has symptoms of COVID-19.~~
- b. ~~The school district will include protocols to address health screening for employees in Appendix 11.~~
2. ~~Employee Notification to Employer of COVID-19 Illness or Symptoms~~
 - a. ~~The school district will include protocols to address employee notification to employer of COVID-19 illness or symptoms for employees in Appendix 11.~~
3. ~~Employer Notification to Employees of COVID-19 Exposure in the Healthcare Setting~~
 - a. ~~The school district will include protocols to address employer notification of COVID-19 exposure to employees in Appendix 11.~~
4. ~~Medical Removal from the Healthcare Setting~~
 - a. ~~The school district will include protocols to address medical removal from the healthcare setting for employees in Appendix 11.~~
5. ~~Return to Work Criteria~~
 - a. ~~The school district will include protocols to address return to work criteria for employees in Appendix 11.~~
6. ~~Medical Removal Protection Benefits~~
 - a. ~~The school district will continue to pay employees who have been removed from the healthcare setting under the medical removal provisions of the ETS. When an employee has been removed from the healthcare setting and is not working remotely or in isolation, the school district shall pay and provide benefits in accordance with the Plan addressed in Appendix 12.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

-
E. ~~Vaccinations~~
-

1. ~~The school district encourages employees to receive the COVID-19 vaccination as a part of a multi-layered infection control approach. The school district will support COVID-19 vaccination for each employee by providing reasonable time and paid leave to each employee for vaccination and any side effects experienced following vaccination.~~
2. ~~The school district will include protocols to address vaccination for employees in Appendix 13.~~

-
F. ~~Training~~
-

1. ~~The school district will implement policies and procedures for employee training, along with the other provisions required by the ETS, as part of a multi-layered infection control approach.~~
2. ~~The school district will include protocols to address training for employees in Appendix 14.~~

-
G. ~~Anti Retaliation~~
-

1. ~~The school district will inform each employee that employees have a right to the protections required by the ETS, and that employers are prohibited from discharging or in any manner discriminating against any employee for exercising their right to protections required by the ETS, or for engaging in actions that are required by the ETS.~~
2. ~~The school district will not discharge or in any manner discriminate against any employee for exercising their right to the protections required by the ETS, or for engaging in actions that are required by the ETS.~~

-
H. ~~Requirements Implemented at No Cost to Employees~~
-

1. ~~The school district will comply with the provisions of ETS at no cost to its employees, with the exception of any employee self-monitoring conducted under D. above.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

I. ~~Recordkeeping~~

- ~~1. The school district will retain all versions of this Policy to comply with the ETS while the ETS remains in effect.~~
- ~~2. The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work.~~
 - ~~a. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.~~
- ~~3. The school district will record the information on the COVID-19 log within twenty four hours of learning that the employee is COVID-19 positive.~~
 - ~~a. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law.~~
 - ~~b. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.~~
- ~~4. By the end of the next business day after a request, the school district will provide, for examination and copying:~~
 - ~~a. All versions of this Policy which is the written Plan for all employees;~~
 - ~~b. The individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

- e. ~~A version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.~~

J. ~~Reporting~~

- 1. ~~The school district will report to PEOSH:~~

- a. ~~Each work-related COVID-19 fatality within eight hours of the school district learning about the fatality;~~
- b. ~~Each work-related COVID-19 in-patient hospitalization within twenty-four hours of the school district learning about the in-patient hospitalization.~~

K. ~~Monitoring Effectiveness~~

- 1. ~~The school district and the COVID-19 Safety Coordinator(s) will work collaboratively with employees to monitor the effectiveness of this Plan so as to ensure ongoing progress and efficacy.~~
- 2. ~~The school district will update this Policy as needed to address changes in specific COVID-19 hazards and exposures in the healthcare setting.~~

~~This Policy and its Appendices will be made available upon request.~~

~~29 CFR §1910.502~~

~~Occupational Safety and Health Administration Fact Sheet Subpart U COVID-19
Healthcare Emergency Temporary Standard
Occupational Safety and Health Administration Model Plan~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

Adopted: 13 December 2021

Appendix 1—Identifying the Healthcare Settings in the School District:

All nurse's offices have been relocated back to their original locations. These locations are well known to students and are properly equipped with all of the necessary equipment as well as medications.

Work Specific COVID-19 CONSIDERATIONS

- All offices have an isolation section in the office to serve as a safe space for any symptomatic students or staff.
- Cleaning of offices occurring hourly by the nurses.
- Hand washing stations and hand sanitizers are available for all upon entering
- Posters depicting proper hand washing as well as coughing and sneezing are also displayed

Appendix 2—Vaccination Status Plan:

In September of 2021, a Google form was sent to all staff and staff members identified their vaccination status. If staff members were vaccinated, they were required to upload their vaccination card.

Any new staff member onboarding is now required to identify his/her vaccination status. This information is kept in that staff member's secure, confidential medical file.

Appendix 3—Completed Hazard Forms and Results:

Please see the attached Hazard Assessment Forms and Results below:

NONE

Appendix 4—Patient Screening and Management:



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~Any students exhibiting COVID-19 symptoms are isolated in the health office. Separate seating areas are provided for students waiting to be seen by the nurse. No other “visitors” are allowed into the health offices.~~

~~Appendix 5—Standard and Transmission-Based Precautions:~~

- ~~• Proper mask wearing~~
- ~~• Social distancing where possible~~
- ~~• Promotion of handwashing~~
- ~~• Proper sneezing and coughing practices~~
- ~~• Symptomatic students and staff encouraged to stay home~~
- ~~• Symptomatic students and staff sent home when needed~~

~~Appendix 6—Personal Protective Equipment (PPE):~~

- ~~1. Given we are 20 months into this global pandemic, all of the healthcare workers in our district are properly trained with the donning and doffing of PPE.~~
- ~~2. None.~~
- ~~3. All healthcare workers have access to PPE.~~
- ~~4. All healthcare workers have access to PPE.~~

~~Appendix 7—Physical Distancing:~~

~~All healthcare settings adhere to the protocol of physical distancing to the best of their ability.~~

~~Appendix 8—Physical Barriers:~~

~~All healthcare workers/school nurses have access to either curtains or privacy screens. How these physical barriers are utilized is determined by the healthcare workers/school nurses.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

Appendix 9 — Cleaning and Disinfecting:

~~All healthcare workers/school nurses clean and disinfect as appropriate throughout the day depending on the flow of students entering.~~

Appendix 10 — Ventilation:

~~The following individual(s) is responsible for maintaining the HVAC system(s) and can certify that it is operating in accordance with the ventilation provisions of OSHA's COVID-19 ETS.~~

Appendix 11 — Health Screening and Medical Management for Employees:

- ~~1. Self-Monitor~~
- ~~2. Utilize AESOP, email and notify supervisors and HR Director~~
- ~~3. All employees were given the appropriate number of sick days in their attendance bank.~~
- ~~4. Phone calls, emails and in-person conversations will be used to notify employees of an exposure to COVID-19.~~
- ~~5. Follow NJ DOH guidelines~~

Appendix 12 — Medical Removal Protection Benefits:

~~Employees are permitted to use sick, or personal days for illness or quarantining.~~

Appendix 13 — Vaccinations:

~~Employees are permitted to use sick or personal days for vaccinations.~~

Appendix 14 — Training:



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~Given that our school nurses/healthcare workers have been working in the COVID-19 since March of 2020, they are all well versed in the proper protocols involving COVID:~~

- ~~1. The school district will ensure that each employee receives training, in a language and at a literacy level the employee understands, on the following topics:~~
 - ~~a. COVID-19, including:
 - ~~(1) How COVID-19 is transmitted (including pre-symptomatic and asymptomatic transmission);~~
 - ~~(2) The importance of hand hygiene to reduce the risk of spreading COVID-19 infections;~~
 - ~~(3) Ways to reduce the risk of spreading COVID-19 through proper covering of the nose and mouth;~~
 - ~~(4) The signs and symptoms of COVID-19;~~
 - ~~(5) Risk factors for severe illness; and~~
 - ~~(6) When to seek medical attention.~~~~
 - ~~b. The school district's procedures on patient screening and management;~~
 - ~~c. Tasks and situations in the healthcare setting that could result in COVID-19 infection;~~
 - ~~d. Healthcare setting-specific procedures to prevent the spread of COVID-19 that are applicable to the employee's duties (e.g., policies on Standard and Transmission-Based Precautions, physical distancing, physical barriers, ventilation, aerosol-generating procedures);~~
 - ~~e. Employer-specific multi-employer healthcare setting agreements related to infection control policies and~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~procedures, the use of common areas, and the use of shared equipment that affect employees at the healthcare setting;~~

~~f. The school district's procedures for PPE worn to comply with the ETS, including:~~

~~(1) When PPE is required for protection against COVID-19;~~

~~(2) Limitations of PPE for protection against COVID-19;~~

~~(3) How to properly put on, wear, and take off PPE;~~

~~(4) How to properly care for, store, clean, maintain, and dispose of PPE; and~~

~~(5) Any modifications to donning, doffing, cleaning, storage, maintenance, and disposal procedures needed to address COVID-19 when PPE is worn to address healthcare setting hazards other than COVID-19.~~

~~g. Healthcare setting specific procedures for cleaning and disinfection;~~

~~h. The school district's procedures on health screening and medical management;~~

~~i. Available sick leave policies, any COVID-19 related benefits to which the employee may be entitled under applicable Federal, State, or local laws, and other supportive policies and practices (e.g., telework, flexible hours, etc.);~~

~~j. The identity of school district's Safety Coordinator(s) specified in this Plan; and~~

~~k. The ETS.~~



SAFETY PLAN FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS - COVID-19 (M)

~~(1) How the employee can obtain copies of the ETS and any employer-specific policies and procedures developed under the ETS, including this Policy, which is the school district's written Plan.~~

~~-~~
~~-~~

~~2. The school district will ensure that the training is overseen or conducted by a person knowledgeable in the covered subject matter as it relates to the employee's job duties, and that the training provides an opportunity for interactive questions and answers with a person knowledgeable in the covered subject matter as it relates to the employee's job duties.~~

~~3. The school district will provide additional training whenever changes occur that affect the employee's risk of contracting COVID-19 at work (e.g., new job tasks), policies or procedures are changed, or there is an indication that the employee has not retained the necessary understanding or skill.~~

ABOLISHED



POLICY

EXHIBIT P2 – FIRST READING

ADMINISTRATION

1648.15/page 1 of 2

Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

M

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). ~~The ETS and this Policy are only applicable for employees working in the school nurse’s office and any adjoining clinical areas in the school building.~~

For the purpose of this Policy, “employee” means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse’s office or any adjoining clinical areas.

For the purpose of this Policy, “healthcare setting” means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse’s office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

ADMINISTRATION

1648.15/page 2 of 2

Recordkeeping for Healthcare Settings
in School Buildings – COVID-19

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted: TBD

EXHIBIT P3 – FIRST READING

Program
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Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

2415.04 TITLE I – DISTRICT-WIDE **PARENT AND FAMILY** PARENTAL INVOLVEMENT ENGAGEMENT (M)

M

In support of strengthening student academic achievement, each school district that receives Title I, Part A funds must develop jointly with, agree on, and distribute to, parents of participating children a written parent and family engagement policy that contains information required by Section 1116(a)(2) of the Elementary and Secondary Education Act (ESEA). This Policy establishes the school district's expectations for parent and family engagement, describes how the school district will implement a number of specific parent and family engagement activities, and is incorporated into the school district's Annual School Plan (ASP).

A. General Expectations

1. The school district agrees to implement the following statutory requirements:

- a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with Section **1116** ~~1118~~ of the Elementary and Secondary Education Act (ESEA). These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- b. Consistent with Section **1116** ~~1118~~ of the ESEA, the school district will work with its schools to ensure that the required school-level parental **and family engagement** ~~involvement~~ policies meet the requirements of Section **1116**~~1118~~(b) of the ESEA, and each include, as a component, a school-parent compact consistent with Section **1116**~~1118~~(d) of the ESEA.
- c. The school district will incorporate this District-Wide Parental Involvement Policy into its school district's plan developed under Section 1112 of the ESEA.



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

- d. In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- e. If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the New Jersey Department of Education (NJDOE).
- f. ~~In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, t~~The school district will involve the parents of children served in Title I, Part A schools in decisions about how the **one percent of Title I, Part A these funds reserved for parent and family engagement is** ~~will be spent,~~ and will ensure that not less than **ninety** ~~ninety-five~~ percent of the one percent reserved goes directly to the schools.
- g. The school district will be governed by the following statutory definition of parental involvement, and expects Title I schools in the district will carry out programs, activities, and procedures in accordance with this definition:
 - (1) **"Parent and family engagement"** ~~Parental involvement~~ means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a)†. That parents play an integral role in assisting their child's learning;



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

- (b)2. That parents are encouraged to be actively involved in their child’s education at school;
- (c)3. That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (d)4. The carrying out of other activities, such as those described in Section **1116** ~~1118~~ of the ESEA.

h. In the event the State of New Jersey or the New Jersey Department of Education has a Parental Information and Resource Center, the school district will inform parents and parental organizations of its purpose and existence.

B. Description of How District Will Implement Required District-Wide Parent and Family Engagement Policy Components

~~Below is a description of how the district will implement or accomplish each of the following components outlined below (Section 1118(a)(2), ESEA):~~

1. The **school** district will take the following actions to involve parents in the joint development of its district-wide parental **and family engagement** ~~involvement~~ plan under Section 1112 of the ESEA:
 - a. **Survey parents about programs** ~~Provide technical assistance as the school develops and implements its improvement, and that the technical assistance is based on scientifically-based research (SBR).~~
 - b. **Collect anecdotal data at events** ~~Request parental participation in the development of a written parental policy and parental involvement requirements.~~
 - c. ~~Involve parents in an organized, ongoing and timely way in the joint development of above mentioned policy.~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

2. The **school** district will take the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA:
 - a. **Survey parents about programs** ~~Involvement parents in the planning, review an improvement of the school parental involvement policy;~~ and
 - b. **Collect anecdotal data at events** ~~Involvement parents in the joining development of any school wide program plan.~~
3. The **school** district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental **and family engagement** ~~involvement~~ activities to improve student academic achievement and school performance:
 - a. **SAIL Summer Academy** ~~Provide specific technical assistance that includes help with analyzing data from the assessments, and other examples of student work.~~
 - b. **SAIL Parent Academy** ~~Provide technical assistance to address problems in instruction.~~
 - e. ~~Provide support in implementing parental involvement requirements as well as the professional development requirements.~~
4. The school district will coordinate and integrate parental involvement strategies in **Title I**, Part A with parental **and family engagement** ~~involvement~~ strategies under the following other programs: (Insert programs, **S**such as: Head Start, ~~Reading First, Early Reading First, Even Start,~~ Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:
 - a. **Aligning Parent Academy topics to curricular initiatives** ~~Early Childhood Programs.~~
 - b. ~~Literacy Intervention Programs.~~
 - c. ~~Establishing school-parent resource centers.~~



Title I – District-Wide **Parent and Family** ~~Parental Involvement~~ **Engagement** (M)

5. The school district will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this **parent and family engagement policy** ~~Parental Involvement Policy~~ in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental **and family engagement** ~~involvement~~-activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its **parent and family engagement policy** ~~Parental Involvement Policy~~ and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental **and family engagement** ~~involvement~~ policies.

~~(List actions, such as describing how the evaluation will be conducted, identifying who will be responsible for conducting it, and explaining what role parents will play):~~

- a. **Feedback from parent surveys will be used in preparing annual programs** ~~Work with schools to ensure that all required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA.~~
- b. **The Student-Parent Compact developed per A.1(b) and in accordance with ESSA Section 1116(d) will be shared annually** ~~Conduct, with parents, and district staff an annual evaluation to identify activities and actions that are successful and support effective parental involvement.~~
- c. ~~Identify with parents involvement activities that strengthen student academic achievement.~~
- d. ~~Involvement of parental council on review of parental programs and activities.~~
6. The school district will build the school's and parent's capacity for strong parental **and family engagement** ~~involvement~~, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the



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community to improve student academic achievement, through the following activities specifically described below:

a1. The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described below:

(1) ~~The challenging State~~ **The challenging State** ~~New Jersey's academic content standards;~~

~~New Jersey's student academic achievement standards;~~

(2) ~~The New Jersey~~ **State** and local academic assessments including alternate assessments;

(3) ~~The requirements of~~ **Title I**, Part A;

(4) ~~How to monitor their child's progress; and~~

(5) ~~How to work with educators;~~

(a) **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.**

b2. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental **and family engagement** ~~involvement~~, by:

a. **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.** ~~Conduct annual workshops that educate parents and promote success (i.e. Cyberbullying, Use of Internet, etc.).~~



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~~b. Conduct annual Parents' Night/Back to School Nights (i.e. Topics will include AYP status of school, etc.)~~

~~e. Conduct individual parental conferences.~~

c3. The school district will, with the assistance of its schools and parents, educate its teachers, student services personnel, ~~p~~Principals and other **school leaders, and other staff**, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by:

a. **Promoting programs to parents in English and Spanish through multiple means** ~~Conduct annual workshops (i.e. Technology Training, etc.)~~

~~b. Purchasing of materials to assist parents in promoting academics.~~

~~c. Continue to fund the positions of parent liaisons at schools to assist/train parents on a consistent basis.~~

d4. The school district will, to the extent feasible and appropriate, coordinate and integrate ~~parental~~ **and family engagement** ~~involvement~~ programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in fully participating in the education of their children, by:

a. **SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including take home connections.** ~~Conducting parental/community workshops on current educational issues and trends (i.e. Cyberbullying).~~

b. ~~Conducting literacy trainings for parents.~~



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- e5. The school district will take the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
- a. **Promoting programs to parents in English and Spanish through multiple means.** ~~Dissemination of District Newsletters both in English and in Spanish, if requested.~~
 - b. ~~Dissemination of district/school notification letters. (i.e. School in Need of Improvement Status, SES services, etc.)~~
 - c. ~~Development/redesign of district website.~~

D. Adoption

This ~~District-Wide Parental Involvement~~ Policy has been developed jointly, and agreed on with parents of children participating in Title I, Part A programs, **as evidenced by the Superintendent of Schools or designee.** This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the **period of one year and will be updated as needed on an annual basis.** The School District will be distributed **this Policy** to all parents of participating Title I, Part A children ~~in an understandable and uniform format and, to the extent practicable, in a language the parents understand, at the beginning of each school year or when the child is determined eligible and begins participating in Title I, Part A programs~~ **on or before October 1 of each school year.**

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

~~United States Department of Education Non-Regulatory Guidance Appendix D District-Wide Parental Involvement Policy~~

Adopted: 14 October 2013

Revised: **TBD**



POLICY

EXHIBIT #P4 – FIRST READING

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Title I – School Parent
and Family Engagement
M

2415.50 TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.



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- e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
- f. The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)
- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:
 - (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:
 - (a) That parents play an integral role in assisting their child’s learning;
 - (b) That parents are encouraged to be actively involved in their child’s education at school;
 - (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and



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(d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

h. The school district will inform parents and parental organizations of the purpose and existence of the Parental Information and Resource Center in New Jersey.

2. This policy will apply to any school in the district designated as a Title I school for the duration of designation.

B. School Parent and Family Engagement Policy Required Components

1. The school will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan:

a. Survey parents about programs.

b. Collect anecdotal data at programs.

2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:

Back to School Night.

The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:

Individual parent meetings as requested.



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4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
(List activities)
 - a. SAIL Summer Academy
 - b. SAIL Parent Academy

5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:
 - a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:
 - (1) The challenging, state academic standards;
 - (2) The state and local academic assessments including alternate assessments;
 - (3) The requirements of Title I, Part A;
 - (4) How to monitor their child's progress; and
 - (5) How to work with educators to improve the achievement of their children.
 - (a) SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including the home connections.



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Title I – School Parent
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6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
 - a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:
 - (1) SAIL Parent Academies
 - b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:
 - (1) SAIL Parent Academies
 - (2) SAIL Summer Academy
 - (3) SAIL Summer Academy Training



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- c. The school will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, Home Instruction Programs for Preschool Youngsters, Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - (1) SAIL Parent Academies

- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
 - (1) Promoting programs to parents in English and Spanish through multiple means

- 7. The school will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: [Such as: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs], by:



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Title I – School Parent
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- a. SAIL Parent Academy programs which directly connect to standards, and curricular initiatives including take home connections.
8. The school will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parent and family engagement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parent and family engagement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parent and family engagement policy and activities to design strategies for more effective parent and family engagement, and to revise if necessary (and with the involvement of parents) its parent and family engagement policies:
 - a. Parent surveys of Academies.
 - b. Evaluation of Summer Academy data.
 9. The school will take the following actions to involve parents in the process of school review and improvement:
(List activities)
 - a. Sharing of initiatives through newsletters.
 - b. Collection of feedback data.



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Title I – School Parent
and Family Engagement

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, parents may submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency directly to the school principal or Assistant Superintendent.

C. Shared Responsibilities for High Student Academic Achievement

1. As a component of the school-level parent and family engagement policy, each school shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:

- a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
- c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.



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Title I – School Parent
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- d. Train parents to enhance the involvement of other parents.
- e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
- f. Adopt and implement model approaches to improve parent and family engagement.
- g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.

E. Accessibility

- 1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:
(List actions)
 - a. Communication about programs provided in English and Spanish
 - b. ESL teacher at all Academies



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F. Adoption

1. This School Parent and Family Engagement Policy has been developed jointly with, and agreed on, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.
2. This Policy was adopted by the Board of Education on the adoption date noted at the end of this Policy and will be in effect for the period of the school year. The school district will distribute this Policy to all parents of participating Title I children on or before October 1 of each school year.

Elementary and Secondary Education Act, Title I, Section 1116(a)(2)

Adopted: TBD



POLICY

EXHIBIT P5 – FIRST READING

PROGRAM
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Postnatal Accommodations for Students

2416.01 POSTNATAL ACCOMMODATIONS FOR STUDENTS

The Board of Education recognizes students may be returning to school shortly after their child's birth and may need to breastfeed their child or to express breast milk during the school day. The school district will accommodate a student who wants to breastfeed or express breast milk while attending school in the district.

A student shall be permitted to breastfeed their child or to express breast milk while attending school in accordance with a schedule provided by the student to the school nurse, who shall consult with the Principal or designee. The district encourages the student develop a schedule that does not impact a student's instructional time and encourages a student to schedule such time to breastfeed or to express breast milk during study hall time, lunch time, or other non-instructional times of the school day. The student may bring to school a breast pump and any other equipment necessary to express breast milk on school grounds. The student shall not incur an academic penalty for using any reasonable accommodations offered to the student and shall be provided the opportunity to make up any work missed due to such use.

The Principal or designee, in consultation with the school nurse, will designate a lactation/breastfeeding room that is shielded from view and free from intrusion by other students, staff members, and the public. The location must be functional as a space for breastfeeding or expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. Expressed breast milk may be stored in a refrigerator in the school building or in the student's personal cooler. If the space is not a dedicated lactation/breastfeeding room, it must be available when needed. A space temporarily converted into a lactation/breastfeeding room or made available when needed by the student is sufficient; however, a bathroom, even if private, is not a permissible location. A student opting to breastfeed their child in the lactation/breastfeeding room will be responsible to make arrangements for their child to be brought to the school in accordance with a time schedule agreed to by the Principal or designee.

All staff members will assist in providing a positive atmosphere of support for students who are returning to school after the birth of their child. Conduct by a staff member or student that reasonably interferes with a student's performance in school; creates an intimidating, hostile, or offensive environment for a student



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Postnatal Accommodations for Students

that is complying with the provisions of this Policy; or that inhibits a student's ability to breastfeed their child or express breast milk while in school will not be tolerated.

The Principal shall ensure Policy 2416.01 is distributed to pregnant students and students who are returning to school after the birth of their child.

N.J.S.A. 26:4C-1; 26:4C-2; 26:4C-3

Adopted: TBD



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

2417 STUDENT INTERVENTION AND REFERRAL SERVICES (M)

M

The Board of Education directs the establishment and implementation of a ~~coordinated system~~ in each school building in which general education students are served, a **coordinated system** for the planning and delivery of intervention and referral services ~~that are~~ designed to assist students who are experiencing learning, behavior, or health difficulties and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1 and N.J.A.C. 6A:16-8.2. The Board of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8

Students who are experiencing learning, behavior, or health difficulties shall be referred to the school's Intervention and Referral Services (I&RS) Team.

The intervention and referral services shall be provided to **support** ~~aid~~ students in the general education program and, ~~pursuant to N.J.S.A. 18A:46-18.1 et seq. and N.J.A.C. 6A:16-8.1 et seq.~~, may be provided for students who have been determined to be in need of special education programs and services **pursuant to N.J.A.C. 6A:16-8.1(a)**. The intervention and referral services provided for students who have been determined to be in need of special education programs and services shall be coordinated with the student's Individualized Education Program team, as appropriate. **Child Study Team members and, to the extent appropriate, specialists in the area of disability may participate on intervention and referral services teams, pursuant to N.J.A.C. 6A:14-3.1(d)6.**

The functions of the system of intervention and referral services in each school building ~~shall be to:~~ **in** which general education students are served shall be **pursuant to N.J.A.C. 6A:16-8.2(a) and as outlined in Regulation 2417.**

Records of all requests for assistance, all intervention and referral services action plans, and all related student information shall be maintained in accordance with Federal and State laws and regulations and New Jersey administrative code pursuant to N.J.A.C. 6A:16-8.2(a)9.

The I&RS Team in each school building shall review and assess the effectiveness of the provisions of each intervention and referral services action plan in



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services, and make recommendations to the Principal for improving school programs and services, as appropriate.

At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and issues identified by the I&RS Team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans. This report shall be provided to the Superintendent of Schools.

1. — Identify learning, behavior, and health difficulties of students;
-
2. — Collect thorough information on the identified learning, behavior, and health difficulties;
-
3. — Develop and implement action plans which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified learning, behavior, and health difficulties;
-
4. — Provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties;
-
5. — Provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services;
-
6. — Actively involve parent(s) or legal guardian(s) in the development and implementation of intervention and referral services action plans;
-
7. — Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans;
-



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

- ~~8. Coordinate the services of community based social and health provider agencies and other community resources for achieving the outcomes identified in the intervention and referral services action plans;~~
- ~~9. Maintain records of all requests for assistance, intervention and referral services action plans, and related student information pursuant to N.J.A.C. 6A:16-8.2(a)9;~~
- ~~10. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate; and~~
- ~~11. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the Building Principal for improving school programs and services, as appropriate.~~

~~The Board of Education establishes the following guidelines for the involvement of school staff and community members in each building's system of intervention and referral services pursuant to N.J.A.C. 6A:16-8.3.~~

~~Each I&RS Team will be composed of the Principal or a regular teaching staff member appointed by the Principal to act in his/her place; a regular teaching staff member; an educational services staff member; the staff member who referred a student in need of assistance or identified an issue requiring remediation; and such other staff members as may be required to assist the student or study the issue.~~

~~The I&RS Team will identify students in need and plan for appropriate intervention or referral services and/or referral to community resources, based on desired outcomes.~~

~~When a student is referred to the I&RS Team, the team may provide support and guidance to the student's classroom teachers, plan and provide for appropriate interventions, coordinate access to and delivery of school services to the student, and coordinate the services of community members and/or community based social and health provider agencies that may aid in the development and implementation of intervention and referral services action plans.~~



STUDENT INTERVENTION AND REFERRAL SERVICES (M)

~~Parent(s) or legal guardian(s) shall be notified whenever a student is referred to the I&RS Team, except as such notice may be waived by laws protecting abused children and the confidentiality of persons seeking drug or alcohol rehabilitation. Parent(s) or legal guardian(s) shall be offered an opportunity to participate in the development and implementation of intervention and referral services action plans.~~

-

~~The Principal shall, in consultation with the I&RS Team, report to the Superintendent and the Board at the end of the school year on the concerns and issues identified by the team and the effectiveness of the services provided in achieving the outcomes identified in the intervention and referral services action plans.~~

~~N.J.S.A. 18A:46-18.1 et seq.~~

~~N.J.A.C. 6A:14; 6A:16-8.1; 6A:16-8.2; 6A:16-8.3~~

Adopted: 14 October 2013

Revised: TBD



REGULATION

ROXBURY TOWNSHIP
BOARD OF EDUCATION

EXHIBIT #P7 – FIRST READING

PROGRAM
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~~PUPIL~~ **STUDENT** INTERVENTION AND REFERRAL SERVICES

R 2417 ~~PUPIL~~ **STUDENT** INTERVENTION AND REFERRAL SERVICES

- A. The Superintendent of Schools will establish and implement district-wide procedures for each school building in which general education students are served for the planning and delivery of intervention and referral services that are designed to assist students who are experiencing difficulties and to assist staff who have difficulties in addressing students' learning, behavior, or health needs in accordance with the requirements of N.J.A.C. 6A:16-8.1.
- B. Each Building Principal will establish an Intervention and Referral Services Team referred to as the I&RS Team. The I&RS Team will be comprised of the following:
1. The Principal or a member of the teaching staff other than special education, who is appointed by the Principal to act on his/her behalf and with his/her authority, shall act as chairperson;
 2. A member of the Child Study Team (CST);
 3. The staff member who referred a student in need of assistance or identified a school issue for discussion; and
 4. Such other school staff members as may effectively aid in the development and implementation of the assistance plan for a particular student.
 5. The district will provide support, guidance, and professional development to school staff who participate in each building's system for planning and providing intervention and referral services.
- C. Student Referral
1. A student not known to have a disability who is experiencing difficulty in the classroom may be referred to the I&RS Team by the classroom teacher or by his/her parent(s) or legal guardian(s). The student's parent(s) or legal guardian(s) shall be informed of any such referral.
 - a. The district will provide support, guidance, and professional development to school staff who identify learning, behavior, and health difficulties.



2. When it appears that a referred student may have a disability, the I&RS Team shall refer the student to the CST for evaluation pursuant to Policy No. 2460 for a determination of the student's eligibility for special education and/or related services.
 3. The I&RS Team shall consult with the student's regular classroom teacher, parent(s) or legal guardian(s), and any school employee as appropriate to gather relevant information regarding the student's educational status, attendance, classroom behavior, and school conduct.
 4. The school nurse shall review the student's health records and inform the committee of any condition relevant to the student's difficulties. Any information regarding any infection with HIV virus or AIDS may be released only with the written permission of the adult student or the student's parent(s) or legal guardian(s).
 5. As appropriate, the I&RS Team may consult with community-based social and health agencies that provide services to the student or the student's family.
- D. Intervention and Referral Action Plans
1. The I&RS Team shall prepare a written action plan for referred students who require supportive services, modifications to their regular educational program, or assessment and referral to school or community-based social and/or health provider agencies.
 2. The intervention and referral services action plan shall:
 - a. Detail any modifications in the student's educational program,
 - b. List the persons who will implement the action plan,
 - c. Include any recommendations for assessment and referral to specified school or community-based social and/or health provider agencies,
 - d. Document parental notification of the student's referral and any change in educational placement or the withholding of parental



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notification because child abuse was suspected or Federal rules mandated confidentiality in an alcohol or drug related matter,

- e. The parent(s) or legal guardian(s) shall be actively involved in the development and implementation of any intervention and referral services action plans, and
 - f. Identify the committee member to monitor and review the student's progress.
- 3. The implementation and effectiveness of the intervention and referral services action plan shall be reviewed within eight calendar weeks from the beginning of its implementation. The committee shall consult the referring staff member for his/her assessment of the effectiveness of the plan.
 - 4. If the implementation of the action plan is determined to be ineffective, the plan shall be reviewed and amended as necessary. If the review indicates a disability, the student shall be referred to the CST.

E. Records and Reports

- 1. Records of all requests for assistance, intervention and referral services action plans, and related student information shall be maintained in accordance with Federal and State laws pursuant to N.J.A.C. 6A:16-8.2(a)9.
- 2. At the end of the school year, the Principal shall, in consultation with the I&RS Team, develop a report on the concerns and problems identified through committee discussions and documented in intervention and referral services action plans. The report shall include:
 - a. A description of the needs and issues identified through referrals to the committee,
 - b. An identification and analysis of significant needs and issues that could facilitate school planning for the subsequent year,
 - c. A description of activities planned in response to the needs and issues significant in school planning, and



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- d. The Principal's report shall be given to the ~~Board of Education~~ **Superintendent of Schools** and kept on file as a public record.

Issued: 14 October 2013

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POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P8 – FIRST READING

Teaching Staff Members
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EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

The Board of Education may, ~~in accordance with law,~~ require the ~~psychiatric or~~ physical ~~and/or psychiatric~~ examination of any teaching staff member who shows evidence of deviation from normal physical or mental health ~~in accordance with~~ N.J.A.C. 6A:32-6.3(b).

The Superintendent shall ~~require~~ recommend ~~to the Board the~~ a physical ~~and/or~~ psychiatric examination on a ~~of any~~ teaching staff member ~~whenever,~~ in the judgement of the Superintendent, a teaching staff member shows evidence of deviation ~~whose physical or mental conditions so departs from normal physical or mental health,~~ to determine the teaching staff member's physical and mental fitness to perform with reasonable accommodation the position the teaching staff member currently holds, or to detect any health risks to students and other employees. ~~as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons,~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

~~provided any such hearing is requested in writing within ten working days of the receipt of the notice.~~

~~A teaching staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The teaching staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the teaching staff member.~~

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.

~~If the teaching staff member's request is denied, or if the teaching staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the teaching staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

If the results of the examination indicate show mental abnormality or communicable disease, the teaching staff member shall be ineligible for further



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Teaching Staff Members
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~~service placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured teaching staff member or a period of two years in the case of a tenured teaching staff member.~~

In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.

A teaching staff member who refuses to submit to the examination required by ~~this Policy~~ the Board and has exhausted the hearing procedures established by law and this policy shall be subject to discipline, which may include, but is not limited to, termination or ~~include the~~ certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7;
18A:28-5; 18A:30-1 et seq.
N.J.A.C. 6A:32-6.2; 6A:32-6.3

Adopted: 14 October 2013
Revised: TBD



4161 EXAMINATION FOR CAUSE

The Board of Education may, ~~in accordance with law,~~ require the ~~psychiatric or~~ physical ~~and/or psychiatric~~ examination of any support staff member who shows evidence of deviation from normal physical or mental health ~~in accordance with~~ N.J.A.C. 6A:32-6.3(b).

The Superintendent shall ~~require a physical and/or psychiatric~~ require a physical and/or psychiatric ~~recommend to the Board the examination of a~~ of a ~~of any~~ support staff member ~~whenever,~~ whenever, in the judgement of the Superintendent, a support staff member shows evidence of deviation from normal ~~whose physical or mental health~~ whose physical or mental health to determine the support staff member's physical and mental fitness to perform with reasonable accommodation the position the support staff member currently holds, or to detect ~~any health risks to students and other employees.~~ any health risks to students and other employees. ~~condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~

A support staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the written statement of reasons. A support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons;~~



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

~~provided any such hearing is requested in writing within ten working days of the receipt of the notice.~~

~~A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.~~

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the support staff member's own choosing, approved by the Board, and at the support staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the support staff member to authorize the release of the examination results to the Superintendent.

~~If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

If the results of any such the examination indicate show mental abnormality or communicable disease, the support staff member shall be ineligible for further



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ROXBURY TOWNSHIP BOARD OF EDUCATION

Support Staff
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~~service placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.~~

In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.

A support staff member who refuses to submit to the examination required by ~~this Policy~~ the Board and has exhausted the hearing procedures established by law and ~~this Policy~~ shall be subject to discipline, which may include, but not limited to, termination or the certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:25-7; 18A:28-5;
18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

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POLICY

EXHIBIT #P10 – FIRST READING

Students
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HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

M

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HARASSMENT, INTIMIDATION, AND BULLYING (M)

of Education

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- A. Policy Statement

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. A safe and civil environment in school is necessary for students to learn and achieve high academic standards. 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); ~~or~~ adoptive parent(s), legal guardian(s); foster parent(s); or parent surrogate(s) of a student. **When** ~~Where~~ 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 ~~such~~ parental rights have not been terminated by a court of appropriate jurisdiction.

- B. 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:



HARASSMENT, INTIMIDATION, AND BULLYING (M)

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national 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** ~~his/her~~ person or damage to **their** ~~his/her~~ 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.

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 pager.

C. Student Expectations



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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.



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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, 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

~~Consequences and Appropriate Remedial Actions—Students~~



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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, 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 Consequences – School Considerations

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

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;



HARASSMENT, INTIMIDATION, AND BULLYING (M)

4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);
8. Reports to law enforcement or other legal action; or
9. Expulsion.

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.

Appropriate Remedial Actions – Students

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 Consequences—Student Considerations~~



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- ~~1. Age, 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 Consequences—School Considerations~~

- ~~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.~~

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;



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6. Social-emotional and behavioral supports;
7. Social relationships;
8. Community activities;
9. Neighborhood situation; and
10. Family situation.

~~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; of 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.~~

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

~~Examples of Consequences~~

- ~~1. Admonishment;~~
- ~~2. Temporary removal from the classroom;~~
- ~~3. Deprivation of privileges;~~
- ~~4. Classroom or administrative detention;~~
- ~~5. Referral to disciplinarian;~~
- ~~6. In-school suspension;~~
- ~~7. Out-of-school suspension (short-term or long-term);~~
- ~~8. Reports to law enforcement or other legal action; or~~
- ~~9. Expulsion.~~

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior



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1. Develop a behavioral contract with the student. Ensure the student has a voice in the outcome and can identify ways **they** ~~he or she~~ 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** ~~his or her~~ 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.

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** ~~he or she~~ **do** ~~does~~ not feel responsible for the bullying behavior;
4. Ask students to log behaviors in the future;



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5. Help the student develop skills and strategies for resisting bullying;
and
6. Schedule a follow-up conference with the student.

Parents, Family, and Community

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.

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;
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;



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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 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.



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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. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging 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 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 report in writing to the Principal



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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 Principal or designee 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. 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, 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.

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.

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.

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.



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The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, 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 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.

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



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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:

- 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 Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;



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- 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;
- 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. 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



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harassment, intimidation, or bullying or describe behaviors that indicate harassment, intimidation, or bullying.

However, prior to initiating the investigation, 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. ~~The Superintendent or designee may sign off on the preliminary determination.~~

The Principal 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. 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 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.



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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.]

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. ~~An investigation concerning a staff member shall be conducted by the District Anti-Bullying Coordinator.~~ 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



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ensure the Code of Student Conduct has been implemented and may decide to provide intervention services, order counseling, **as a result of the finding of the investigation,** 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 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 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. 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 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**



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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 of Education's decision.

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

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



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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) 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 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 explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.
4. District-wide responses can 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), launching harassment, intimidation, and bullying prevention campaigns.

I. Reprisal or Retaliation Prohibited

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



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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. 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 range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A.



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18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7, Long-term Suspensions and N.J.A.C. 6A:16-7.4~~5~~, 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 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. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

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



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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.

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 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



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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



HARASSMENT, INTIMIDATION, AND BULLYING (M)

enforcement, and community members. The programs or approaches and other initiatives shall be 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. 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.c., 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.

O. School and District Grading Requirements

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



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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.

P. 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 potentially bias crimes~~ 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)**, ~~either serious acts or those which may be part of a larger pattern in accordance with~~ **and pursuant to** the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. 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.

R. 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.

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,



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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-~~32~~37

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

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – April 2011 – 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: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P11 – FIRST READING

Property
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MAINTENANCE AND REPAIR (M)

7410 MAINTENANCE AND REPAIR (M)

M

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; ~~their~~ and maintenance is, ~~therefore~~, of a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5 ~~A-3.1 and 6A:26A-3.2~~. A “comprehensive maintenance plan” means a school district’s multi-year maintenance plan ~~developed by a school district~~ covering required maintenance activities for each school facility in the school district pursuant to N.J.A.C. 6A:26 ~~A-1.1 et seq.~~

Required maintenance activities, ~~in accordance with N.J.A.C. 6A:26A-2.1, are~~ include those specific activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5. ~~necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.~~

In accordance with N.J.A.C. 6A:26-20.4(a), ~~e~~Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-20.3, ~~t~~ shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4. ~~be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.~~

The school district’s comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.



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MAINTENANCE AND REPAIR (M)

The required annual maintenance budget amount as reported in its the comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the provisions of N.J.A.C. 6A:26-20.8(a)A-4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26-20.8(b)A:4.1(b). The Executive County Superintendent, in accordance with the provisions of N.J.A.C. 6A:26A:4.1(e), may shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq. if the required annual maintenance budget is not included in the budget certified for taxes.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50; 18A:18A-43; 18A:21-1
N.J.A.C. 6A:23A-6.9; 6A:26A:-1.1 et seq.; 6A:23A-6.9 6A:26-20.3; 6A:26-20.4;
6A:26-20.5; 6A:26-20.6; 6A:26-20.8

Adopted: 14 October 2013

Revised: TBD



REGULATION

EXHIBIT P12 – FIRST READING

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(M)

R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING (M)

M

A school district with three or more district buildings shall have an automated work order system ~~by July 1, 2010~~ for prioritizing, performing and recording all maintenance and repair requests for all district buildings and **grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.**

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);
 - g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; **heating, ventilation,**



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and air conditioning (HVAC); grounds; roofer; masonry; glazer;
other;

- i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor man hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
- a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except when where prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. If Where, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be



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(M)

contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.

6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than February 1 of the prebudget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects and other factors that will improve productivity and efficiency.

Adopted: 14 October 2013

Revised: TBD



8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, students, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually, and updated as appropriate.

A copy of the school district’s school safety and security plan shall be disseminated to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crises, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the



EMERGENCY AND CRISIS SITUATIONS (M)

effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1. In order to ensure meaningful preparation for an actual emergency, when the school is conducting an emergency drill, it will be announced as a drill so to avoid any confusion.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the onset and conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;



4. Does not include the use of fake blood, real or prop firearms or other weapons, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and
6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly courtesy notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school



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employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.

N.J.A.C. 6A:16-5.1; ~~6A:27-11.2~~

Adopted: 14 October 2013

Revised: 14 December 2020

Revised: 15 November 2021

Revised: TBD



POLICY

ROXBURY TOWNSHIP BOARD OF EDUCATION

EXHIBIT P14 – FIRST READING

Community
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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. ~~acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.~~

~~The Board further recognizes that its interest in helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement. The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 et seq. to ensure cooperation between school staff and law enforcement authorities officials in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, including anabolic steroids, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; and/or firearms, as defined in subsection f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r), and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations.~~

~~The Board directs~~ **The Superintendent or designee shall** institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320, ~~as adopted by the Board, will~~ **shall** be submitted for review and approval to the Executive County Superintendent of Schools in accordance with N.J.A.C. 6A:16-6.2(a)2.

~~Policy and Regulation 9320 have been developed and approved by the Board to protect the interests of students and serve the legitimate needs of law enforcement in accordance with N.J.A.C. 6A:16-6.1 et seq.~~

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.



POLICY

COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

N.J.A.C. 6A:16-6.1, ~~et seq.~~; 6A:16-6.2; 6A:16-6.4.

Adopted: 14 October 2013

Revised: TBD



REGULATION

EXHIBIT P15 – FIRST READING

COMMUNITY
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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

- A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:
1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
 2. Reviewed and approved by the Executive County Superintendent;
 3. Made available annually to all school district staff, students, and parents;
 4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
 5. Consistent with N.J.A.C. 6A:16-7, as appropriate.
- B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:
1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
 2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;



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ROXBURY TOWNSHIP
BOARD OF EDUCATION

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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.
 - g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
 7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.



REGULATION

ROXBURY TOWNSHIP BOARD OF EDUCATION

COMMUNITY
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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;
8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
 9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;



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10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;
15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.



C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:
 - a. Whenever any school district staff has reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or is involved or implicated in distribution activities regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;
 - b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);
 - c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);
 - d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);



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- e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.
- ~~A. Relations with Local Police Department~~
- ~~1. The Principal of each school will endeavor to establish a continuing cooperative relationship with the law enforcement officers that serve the area in which the school is located.~~
 - ~~2. Local police officers will be encouraged to visit the school on regular tours of duty so that their presence in the school is helpful and non-threatening.~~
 - ~~3. Police should be encouraged to take active roles as resource persons in school programs in order to bring them into direct contact with students~~



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~~and to impress students with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education.~~

~~4. At the same time that he/she works toward a liaison with the police and assists the police in the necessary performance of their responsibility to enforce the law, the Principal will impress upon the police his/her role as protector of the rights and interests of the students enrolled in the school.~~

~~5. For the purposes of this Regulation:~~

~~a. "Police Department" means the law enforcement agency designated by the County Prosecutor to receive such information.~~

~~b. "Principal" means the Principal and/or designee.~~

~~c. "Superintendent" means the Superintendent and/or designee.~~

~~d. "School staff member" means any school employee.~~

~~B. Summoning the Police onto School Property for the Purpose of Conducting Law Enforcement Investigations, Searches, Seizures, Arrests and in Emergencies~~

~~1. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the Principal or staff member in charge is not immediately available in an emergency situation, the police may be summoned by any staff member with direct knowledge of the emergency, who shall report his/her call to the Principal at the earliest possible time.~~

~~2. The telephone number by which police can be summoned shall be prominently displayed at telephones in the school that have an outside line.~~

~~3. Police officers should be summoned to the school:~~

~~a. When an incident involving the suspected or actual use, possession, or distribution of alcohol or a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a~~



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~~firearm or other deadly weapon occurs, in accordance with Regulation No. 5530;~~

~~b. When evidence indicates that a crime has been committed, that a break and entry has occurred, that a deadly weapon is on school premises, or that a breach of the peace has occurred, in accordance with Regulation No. 7440;~~

~~e. When an act of vandalism has occurred, in accordance with Regulation No. 7610;~~

~~d. When fire is detected and immediately after the fire department has been summoned, in accordance with Regulation No. 8420.1;~~

~~e. When a bomb threat has been received, in accordance with Regulation No. 8420.2;~~

~~f. When the school is threatened by toxic hazard, in accordance with Regulation No. 8431;~~

~~g. In a serious medical emergency, in accordance with Regulation No. 8441;~~

~~h. When a visitor to the school is seriously disruptive and/or refuses to obey the Principal's order to leave the premises, in accordance with Regulation No. 9150; and~~

~~i. In any other instance in which the Principal or staff member in charge has cause to believe the health, safety and welfare of the building occupants and/or property are in jeopardy.~~

4. An emergency call to the police should include the:

a. The name and title of the caller;

b. The name and location of the school building in which law enforcement is needed; and

c. A brief description of the nature of the situation, including an accurate assessment of the seriousness of the situation.



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5. ~~If possible, a staff member or responsible student should be dispatched to meet and guide responding officers.~~

6. ~~If offenders are to be arrested, a staff member should be prepared to assist the police in obtaining the necessary warrants.~~

C. ~~Planned Security Protection at School Events and Extra-Curricular Activities~~

1. ~~Each September or before, the Principal will provide the local police department with a calendar of events scheduled at the school for the school year just beginning. The calendar will be updated as necessary during the year.~~

2. ~~The Principal will review with the police the events for which the need for police assistance and/or security is anticipated. Their review will include:~~

a. ~~The number of officers required,~~

b. ~~The responsibilities to be assumed by the officers, and~~

c. ~~The remuneration, if any, each is to receive.~~

D. ~~Police Investigations in the School~~

1. ~~The Principal shall demand proper identification of any individual who represents him/herself as a police officer before the Principal permits any investigation to go forward. The Principal may verify this identification with the Police Department or the law enforcement agency that the individual claims to represent.~~

2. ~~A police officer's request for access to school records will be responded to as follows:~~

a. ~~A request for access to the public records of this district will be granted only in accordance with Regulation No. 8310.~~

b. ~~A request for access to district or Board of Education records that are classified as confidential by Policy No. 8310 shall be reported to the Superintendent or Board Secretary, who will determine, in~~



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~~consultation with the Board Attorney, whether or not to release the record.~~

~~e. A request for access to personnel records that are classified as confidential by Policy No. 8320 shall be reported to the Superintendent and shall be released only if:~~

- ~~(1) The employee concerned has consented to inspection of his/her file, or~~
- ~~(2) The law enforcement officer presents a warrant authorizing a search of certain confidential records from the file.~~
- ~~(3) The Superintendent may consult with the Board Attorney prior to releasing any personnel records that are classified as confidential.~~

~~d. A request for access to student records that are classified as confidential by law and by Policy No. 8330 shall be reported to the Superintendent and shall be released only if:~~

- ~~(1) The adult student concerned or parent(s) or legal guardian(s) of the minor student concerned has consented in writing to the inspection; or~~
- ~~(2) The police officer presents to the Superintendent a court order authorizing access to the record; or~~
- ~~(3) The adult student concerned or parent(s) or legal guardian(s) of the minor student concerned has been given at least three days written notice of the name of the requesting agency and the records requested and has not obtained a judicial order barring access.~~
- ~~(4) The Superintendent may consult with the Board Attorney prior to releasing any student records that are classified as confidential.~~



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3. ~~A request by law enforcement officials to interrogate students, on school premises or while under the protection of the school, shall be handled as follows:~~
- a. ~~The police officer shall be required to ask the Principal for access to the student, regardless of the student's location in or about school premises or on a school sponsored trip or at a school-sponsored event.~~
 - b. ~~The Principal shall ask the police officer to delay the interrogation or conduct the interrogation away from school. In general, it should not be necessary to conduct an interrogation in school unless the matter involves:~~
 - (1) ~~A crime committed in school; or~~
 - (2) ~~An investigation that would be compromised without the interrogation in school; or~~
 - (3) ~~An endangerment to the lives or safety of students or other persons; or~~
 - (4) ~~Other reasons law enforcement officials believe an interrogation must be conducted in school and cannot wait until the student is away from school.~~
 - c. ~~The Principal shall make every reasonable effort to notify the student's parent(s) or legal guardian(s) of the request by law enforcement officials to interrogate the student while in school to receive the parent's or legal guardian's consent to permit the student to be interrogated before the interrogation.~~
 - (1) ~~The Principal will permit the interrogation if the parent(s) or legal guardian(s) consents to the interrogation.~~
 - (2) ~~The Principal will delay the interrogation in the event the parent(s) or legal guardian(s) requests to be present during the interrogation.~~



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- ~~(3) — The Principal will deny the law enforcement official an interrogation if the parent(s) or legal guardian(s) cannot be contacted or if the parent(s) or legal guardian(s) does not consent to the interrogation.~~
- ~~(4) — In the event the interrogation is not denied by the Principal for the reasons in (3) above, the Principal will immediately contact the Superintendent, who will contact the Board Attorney to determine the Principal's and school district's legal responsibilities under the circumstances of law enforcement's request for the student to be interrogated in school.~~
- ~~d. — A student shall not be removed from school for interrogation unless:~~
- ~~(1) — The student has been lawfully arrested; or~~
- ~~(2) — The adult student or the parent(s) or legal guardian(s) of a minor student has consented to the removal.~~
- ~~4. — All searches and seizures of students, their property and personal effects conducted by school staff must comply with the standards prescribed by the United States Supreme Court in New Jersey v. T.L.O. 469 U.S. 325 (1985) and in compliance with Policy No. 5770.~~
- ~~a. — Any questions concerning searches conducted by school officials shall be directed to the County Prosecutor.~~
- ~~b. — A school official may request that law enforcement authorities assume responsibility for conducting any search or seizure.~~
- ~~c. — No school staff member will impede any law enforcement officer engaged in a lawful search, seizure or arrest whether pursuant to a warrant or otherwise.~~
- ~~d. — School staff will permit law enforcement authorities upon their arrival to assume responsibility for conducting any search or seizure.~~



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- ~~e. All inspections of lockers, desks or other objects or personal property on school grounds involving the use of law enforcement, drug detection canines may only be undertaken with the express permission of the County Prosecutor or the Director of the Division of Criminal Justice in the New Jersey Department of Law and Public Safety.~~
- ~~f. Any questions concerning the legality of any contemplated or ongoing search, seizure or arrest conducted by a law enforcement officer on school grounds shall be directed to the County Prosecutor or, in the case of search, seizure or arrest undertaken by the Division of Criminal Justice, to the assigned Assistant Attorney General.~~
- ~~5. The Superintendent and Building Principal will cooperate with law enforcement authorities in the planning and conduct of undercover school operations.~~
 - ~~a. The Superintendent shall approve such undercover operations without prior notification to the Board of Education in accordance with N.J.A.C. 6A:16-6.2(a)6.i.~~
 - ~~b. All information relative to any undercover school operation shall be kept strictly confidential by the Superintendent and the Building Principal and may not be divulged to any person without the express approval of the County Prosecutor.~~
 - ~~c. The Superintendent and/or Building Principal must immediately inform the County Prosecutor in the event it becomes known by such authorized school official(s) that any information regarding the existence of an undercover operation has been revealed.~~
- ~~6. A request or attempt to arrest a student, on school premises or while under the protection of the school, shall be handled as follows:~~
 - ~~a. The police officer shall be required to ask the Principal for access to the student, regardless of the student's location in or about school premises or on a school sponsored trip or at a school-sponsored event.~~



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b. ~~The police officer shall not be permitted to arrest or take custody of a student unless:~~

~~(1) The Principal lawfully requests the removal of the student;
or~~

~~(2) The officer has probable cause to arrest the student for a felony; or~~

~~(3) The officer has an arrest warrant or a judicial order requiring the custody of the student.~~

c. ~~The Principal shall request the police officer to defer the arrest to another time and place or, if that is not possible, to take steps to protect the student's privacy, such as taking custody in a private place or assigning the taking of custody to a nonuniformed police officer or a school security officer.~~

d. ~~The Principal shall make every reasonable effort to notify the student's parent(s) or legal guardian(s) of the impending arrest.~~

e. ~~The Principal shall determine the place to which the student will be removed and held in custody or detention and will so inform the parent(s) or legal guardian(s).~~

f. ~~Notwithstanding anything to the contrary in this Regulation, a police officer has the legal right to take direct and unhindered action in the school.~~

~~(1) In an emergency situation, where the commission of a crime or offense involving felony or a serious breach of the peace in school has been witnessed by the officer, or~~

~~(2) The police officer is in "hot pursuit" of the student for such a crime.~~

g. ~~In any situation in which a police officer takes direct action, the Principal shall be promptly notified.~~

E. ~~Reporting Students or Staff Members to Law Enforcement~~



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1. ~~Subject to the provisions of N.J.A.C. 6A:16-6.5, any staff member having reason to believe that a student or staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.~~
 - a. ~~Either the Principal or the responsible staff member shall notify the Superintendent, who in turn shall notify the Police Department as soon as possible.~~
 - b. ~~The Superintendent will provide to the Police Department and/or County Prosecutor all known information concerning the matter, including the identity of the student or staff member involved.~~
 - c. ~~The Superintendent and/or Principal will not disclose the identity of any student or staff member who has voluntarily sought treatment or counseling for a substance abuse problem provided the student or staff member is not currently involved or implicated in drug distribution activities.~~
 - d. ~~An admission by a student or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids or drug paraphernalia by the Principal or teaching staff member, shall not constitute a voluntary, self-initiated request for counseling and treatment.~~
2. ~~The Principal, or in the absence of the Principal the staff member responsible at the time of the alleged violation, will report to the police department. Whenever any staff member develops reason to believe that a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r) or not, except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, has unlawfully been brought onto school property, or that any student or other person is in unlawful possession of a firearm or other deadly weapon, whether on or off school property, or that any student or~~



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~~other person has committed an offense with or while in possession of a firearm, whether or not such offense was committed on school property or during school operating hours.~~

~~a. — Either the Principal or the responsible staff member shall notify the Superintendent, who shall notify the Police Department as soon as possible.~~

~~b. — The Superintendent will provide to the Police Department all known information concerning the matter, including the identity of the student or staff member involved.~~

~~3. — The Superintendent and/or the Principal will immediately notify the Police Department whenever any school staff member in the course of his or her employment develops reason to believe that a student has threatened, is planning, or otherwise intends to cause death, serious bodily injury or significant bodily injury to another person under circumstances in which a reasonable person would believe the student genuinely intends at some time in the future to commit the violent act or carry out the threat.~~

~~4. — The Superintendent and/or the Principal will immediately notify the Police Department whenever any school employee in the course of his or her employment develops reason to believe that a crime involving sexual contact or criminal sexual conduct has been committed on school property, or by or against a student during school operating hours or during school-related functions or activities.~~

~~5. — School employees will immediately notify the Principal and/or Superintendent when in the course of their employment they develop reason to believe that a hate crime has been committed or is about to be committed on school property, or has been or is about to be committed by any student, whether on or off school property. This notification is required whether or not such offense was or is to be committed during school hours. This notification is also required if a student enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during school hours.~~

~~a. — The Principal and/or Superintendent will promptly notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office in the instances described above.~~



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- b. ~~The Principal and/or Superintendent will immediately notify the Police Department and the Bias Investigation Officer for the County Prosecutor's office where there is reason to believe that a hate crime that involves an act of violence has been or is about to be physically committed against a student, or there is otherwise reason to believe that a life has been or will be threatened.~~

F. ~~Handling of Substances, Firearms and Other Items~~

- 1. ~~Any school employee who seizes or discovers any substance or item believed to be a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall immediately notify and turn the substance or item over to the Principal or designee.~~

- a. ~~The Principal or designee shall immediately notify the Superintendent or designee who shall notify the Police Department.~~

- b. ~~The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the substance or paraphernalia can be turned over to the appropriate law enforcement officials.~~

- c. ~~The Principal will provide to the County Prosecutor or designee all information concerning the manner in which the substance or paraphernalia was discovered or seized, including:~~

- (1) ~~The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and~~

- (2) ~~The identity of any student or staff member believed to have been in possession of the substance or paraphernalia.~~

- d. ~~The Principal will not disclose the identity of any student or staff member who on his or her own initiative turned over the substance or paraphernalia to a school employee, provided that there is reason to believe that the student or staff member was involved~~



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~~with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the student or staff member agrees to participate in an appropriate treatment or counseling program.~~

~~An admission by a student or staff member in response to questioning initiated by the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia by the Principal or teaching staff member will not constitute a voluntary self-initiated request for counseling and treatment.~~

~~2. Whenever a school employee seizes or comes upon any firearm or dangerous weapon, school officials will:~~

~~a. In the case of a firearm, immediately advise the Police Department and secure the firearm pending the response by the Police Department to retrieve and take custody of the firearm; and~~

~~b. In the case of a dangerous weapon other than a firearm, immediately advise the Police Department and secure the weapon pending the response by the Police Department to retrieve and take custody of the dangerous weapon.~~

~~3. School employees having custody of a firearm or dangerous weapon shall take reasonable precautions to prevent the theft, destruction or unlawful use of the firearm or dangerous weapon by any person.~~

~~G. Confidentiality of Student or Staff Involvement in Substance Abuse Intervention and Treatment Programs~~

~~1. All information concerning a student's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2.~~

~~2. Nothing in this Regulation shall be construed in any way to authorize or require the transmittal of any information or records which are in the possession of a substance abuse counseling or treatment program.~~



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3. ~~The Principal will not disclose to law enforcement officials or to any person other than a member of the local district's comprehensive alcohol, tobacco and other drug abuse program that a student or staff member has received or is receiving services through the local district's comprehensive alcohol and other drug abuse program. The Principal will not disclose any information, including the student's or staff member's identity or information about illegal activity, where such information was learned in the course of or as a result of services provided through the local district's comprehensive alcohol and other drug abuse program.~~

4. ~~Nothing in this Regulation shall be construed to preclude the disclosure of information about illegal activity that was learned by any school employee outside of the local district's comprehensive alcohol and other drug abuse program.~~

~~Any such information about illegal activity shall be reported according to the requirements of this Regulation and N.J.A.C. 6A:16-6.3 and 6.4.~~

H. ~~Records~~

1. ~~The Principal shall report to the Superintendent each incident involving an interrogation, search, or arrest of a student by a law enforcement agent.~~

2. ~~The Principal shall record in writing and enter in the student's file:~~

a. ~~The date, time, place, and circumstances of the incident;~~

b. ~~The name of the officer and the law enforcement agency he/she represents;~~

c. ~~The name of the student;~~

d. ~~The notification or attempt to notify the student's parent(s) or legal guardian(s); and~~

e. ~~An anecdotal description of the incident, including such information regarding its conduct as may be necessary to show that the student was fairly or unfairly treated.~~

I. ~~In Service Training~~



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- ~~The Superintendent will develop, in conjunction with the Building Principal(s), the County Prosecutor's Office and the Police Department, in service training for school staff regarding Policy and Regulation 9320.~~
-
- J. ~~Agreement or Memorandum of Understanding With Law Enforcement~~
-
- ~~1. The Superintendent and Police Department will meet on a regular basis, or at least annually, to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.~~
 - ~~2. Any Agreement or Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Prosecutor and County Superintendent of Schools.~~

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