

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
PUBLIC HEARING AND REGULAR MEETING
Monday, May 1, 2023, 8:00 p.m.
Auditorium, Cavallini Middle School
392 West Saddle River Road**

Agenda

This is a Public Hearing and Regular Meeting of the Upper Saddle River Board of Education and appropriate notice has been provided to the designated newspapers, the Borough Clerk and all interested parties requesting such notice.

Three opportunities are provided at this meeting for citizens to make comments. The Board values and welcomes comments and opinions from the residents of Upper Saddle River as long as remarks are not personal or discourteous. Public comment allows the Board to listen to community members and to hear their opinions on school policy and operations.

Members of the public may access the meeting and submit any questions or comments during the portions of the meeting reserved for comments. Persons wishing to comment should identify themselves by name and address; the commenter should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each commenter will limit his/her remarks to three minutes. No person may comment again until all those who wish to comment have had an opportunity and as long as time allows. If, in the judgment of the presiding officer, the total time devoted to public comment becomes excessive, the presiding officer may indicate the Board has time for one more speaker and will so notify the public.

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|------|--|-----------------|
| I. | Call to order and roll call | Mrs. Gandara |
| II. | Flag salute and Pledge of Allegiance | Mrs. Gandara |
| III. | Opening statement by presiding officer | Mrs. Gandara |
| IV. | PUBLIC HEARING ON THE 2023/24 BUDGET | Mrs. Imbasciani |
| V. | PUBLIC COMMENT (Questions pertaining to Public Hearing) | |

This motion will be voted on at this meeting. This motion has been recommended for approval by the Superintendent:

- A. Approve the following Resolution:

RESOLUTION TO APPROVE THE 2023-2024 SCHOOL YEAR BUDGET

WHEREAS, the Upper Saddle River Board of Education adopted a tentative budget on March 13, 2023, and submitted it to the Executive County Superintendent of Schools for approval; and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 3, 2023; and

WHEREAS, the tentative budget was advertised in the legal section of The Record on April 14, 2023; and

WHEREAS, the final budget was presented to the public during a hearing in the Auditorium of the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey on May 1, 2023;

	General Fund	Special Revenue	Debt Service	TOTAL
2022-2023				
Total Expenditures	\$28,724,568	\$461,584	\$290,407	\$29,476,559
Less:				
Anticipated Revenues	\$4,118,887	\$461,584	\$69,856	\$4,650,327
Taxes to be Raised	\$24,605,681	-0-	\$220,551	\$24,826,232

WHEREAS, the Upper Saddle River Board of Education approves the use of adjustment for increase in health care costs permitting the tax levy to increase above 2% in the amount of \$316,568. The adjustment will be used to support the rising cost of health benefits for eligible district staff.

WHEREAS, the Upper Saddle River Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of those expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Upper Saddle River Board of Education established \$29,100 as the maximum travel amount for the current school year and has expended \$9,356.77 as of this date;

NOW, THEREFORE, BE IT RESOLVED, the Upper Saddle River Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$35,600 for the 2023/2024 school year.

VI. REPORTS

- | | | |
|----|--------------------------|----------------------------|
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Gandara |
| D. | Committee Reports | Chairpersons |
| E. | PTO Report | Mrs. DeFrino/Mrs. McGovern |
| F. | USREF Report | Mrs. Tedd |

VII. PUBLIC COMMENT (for Agenda Items only)

VIII. ADMINISTRATION

Dr. Siegel

This motion will be one motion that encompasses Items A through C and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

- A. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #244256***03062023 is not an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).
- B. Second Reading and Adoption of the following Policies and Regulations:
- | | |
|-------------|--------------------------------------|
| Policy 2330 | Homework (Revised) |
| Policy 3126 | District Mentoring Program (Revised) |

Policy 5200	Attendance (M) Revised
Policy 5500	Expectations for Student Conduct (M) Revised
Policy 5600	Student Discipline/Code of Conduct (M) Revised
Policy 7510	Use of School Facilities (M) Revised
Policy 9150	School Visitors (Revised)
Policy 9700	Special Interest Groups (Revised)
Regulation 5200	Attendance (M) Revised
Regulation 5600	Student Discipline/Code of Conduct (M) Revised

C. First Reading the following Policy:

Policy 0143.2 Middle School Student Representative to the Board of Education (New)

IX. **PERSONNEL**

Dr. Siegel

This motion will be one motion that encompasses Items A through G and will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

A. Create/Abolish, effective July 1, 2023

1. Abolish one Aftercare Experience Program Director stipend position
2. Abolish one Aftercare Experience Assistant Director stipend position
3. Create one Aftercare Experience Coordinator of Services stipend position
4. Create one Aftercare Experience Assistant Coordinator of Services stipend position

B. Job Descriptions, effective July 1, 2023

1. After Care Experience Coordinator of Services
2. After Care Experience Assistant Coordinator of Services

C. Resignations

1. Accept the resignation of Lucia Cardona, Music Teacher at Cavallini, effective July 1, 2023.
2. Accept the resignation of Allison Iodice, English/Language Arts Teacher at Cavallini, effective July 1, 2023.

D. Leaves

1. Approve the following Resolution:

WHEREAS, on or about April 27, 2023, employee ID #2188 of the Upper Saddle River Board of Education (hereinafter referred to as the "Board"), was notified by the Superintendent of Schools that said employee was placed on administrative leave with pay.

NOW, THEREFORE, BE IT RESOLVED that the Board shall continue the administrative leave of the employee with pay through June 30, 2023.

E. Appointments

1. Approve the reappointment of non-tenured contractual Bargaining Unit certificated staff for the 2023/24 school year, as per attached.

2. Approve the reappointment of tenured contractual Bargaining Unit certificated staff for the 2023/24 school year.
3. Appoint Nathan Bischoff to the position of Music Teacher at Bogert School, BA, Step 2, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law and the required NJDOE Music Teaching Certificate.
4. Appoint Anthony Farinacci to the position of long-term leave replacement Child Study Team Case Manager, MA + 30, Step 20, effective September 1, 2023 through June 30, 2024.
5. Appoint Shaelynn Guilfoyle to the position of long-term leave replacement special education teacher at Bogert School, MA, Step 2, effective September 1, 2023 through June 30 2024.
6. Appoint Melvin Phillips to the position of PE/Health Teacher at Cavallini, BA, Step 10-11, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
7. Appoint Tara Reilly to the position of K-2 Special Education Teacher, MA, Step 2, effective September 1, 2023, subject to the satisfactory completion of the criminal history records check required by law.
8. Appoint Peter Petrow to the position of substitute ACE Team Member for the 2022/23 school year. \$30.00/hr
9. Appoint Maureen Van Blarcom to the position of ACE Team Member for the 2022/23 school year. \$27.50/hr
10. Approve the following staff for 2023 ESY:

Integrated Paraprofessionals	\$21/hour:	
Michaela Dolak	Sabaudin Skenderi	Julia Rogers
Patricia Shortway	Laura Fox	Joan Pilkington
Maya Durden		
ABA Paraprofessionals	\$25/hour:	
Sabaudin Skenderi	Michaela Dolak	Maya Durden
Christa Rauch	Patricia Shortway	
Certified School Nurse	\$75.00/hour	
Ailish Fillis		
OT	\$50/30 minute session	(\$100/hour)
Elana Rosenbaum		
School Nurse	\$75/hour	
Robyn Ranges		
Special Education Teacher	\$50/hour	
Courtney Ross		
Madalyn Lawlor		

F. Change in Assignment (not applicable)

G. Substitutes/Consultants/Volunteers (not applicable)

1. Approve Melania DeFies as a substitute teacher/paraprofessional for the 2022/23

school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. DeFies's NJ Substitute Teaching Certificate is pending.

2. Approve Katrina Fletcher as a substitute teacher/paraprofessional for the 2022/23 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Fletcher holds a NJ Substitute Teaching Certificate.

X. **FINANCE**

Mrs. Imbasciani

This motion which encompasses Items A through E will be voted on at this meeting. This motion has been recommended for approval by the Superintendent.

- A. Approve the Minutes of Board Meetings:

April 17, 2023

- B. Approve the Bills List for April 2023 as follows:

10	General Current Expense	\$83,209.79
11	General Current Expense	\$2,230,201.57
12	Capital Outlay	\$39,800.00
20	Special Revenue Funds	\$61,593.34
50	Milk	\$193.74
60	Enterprise Fund	\$23,550.48
Total		\$2,438,548.92

- C. Approve the Transfers for April 2023.

- D. Approve the placement of one student, whose name is on file in the Board Office, at 1st Cerebral Palsy of New Jersey in accordance with their Individual Education Plan from May 16 through June 30, 2023.

- E. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
Tri-State Visit: Proficiency Based Language Instruction Ridgefield, CT	May 3-5, 2023	Suzanne Cook	\$0.00	\$0.00
Healthy Bodies, Healthy Minds Hackensack, NJ	May 18, 2023	Ailish Fillis	\$0.00	\$0.00
Using Decodable Texts, Especially TCRWP's Newly Published Jump Rope Readers Series, to Support Early Readers (Online)	July 10-12, 2023	Marci Titunick	\$700.00	\$0.00
Tri-State Training Princeton, NJ	August 8-9, 2023	David Kaplan	\$0.00	\$93.44

XI. **PUBLIC COMMENT**

XII. **ADJOURNMENT**

Mrs. Gandara

Contractual Appointments
May 1, 2023

Last Name	First Name	Tenured	Category
Alberta	Alexandra	N	Teacher
Aragona	Angelina	N	Teacher
Balsamo	Nadia	N	Teacher
Blumenfeld	Erika	N	Teacher
Brovender	Ilene	N	Teacher
Bunting	Mara	N	Teacher
Chiellini	Chelsea	N	Teacher
Cirone	Paul	N	Teacher
D'Anna	Philip	N	Teacher
Dariento	Shea	N	Teacher
Fallon	Julie	N	Teacher
Fennell	Nicole	N	Teacher
Fillis	Ailish	N	Teacher
Garcia	Alexis	N	Teacher
Gervasio	Caitlin	N	Teacher
Gonzales	Catherine	N	Teacher
Ho	Linda	N	Teacher
Kaldawi	Katherine	N	Teacher
Kruter	Jennifer	N	Teacher
LaRosa	Angela	N	Teacher
Malloy	Rosemarie	N	Teacher
Massaro	Anamarie	N	Teacher
Menendez	Jillian	N	Teacher
Parelhoff	Kerri	N	Teacher
Piazza	Emma	N	Teacher
Pike	Jessica	N	Teacher
Shea	Julia	N	Teacher
Squicciarri	Rachel	N	Teacher
Telfer	Maura	N	Teacher
Travers	Kristen	N	Teacher
Weil	Leigh	N	Teacher
Welch	Lindsey	N	Teacher
Yotka	Alexis	N	Teacher
Zakrzewski	Allison	N	Teacher

Last Name	First Name	Tenured	Category
Cipollini	Christine	N	Administrator

POLICY

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UPPER SADDLE RIVER BOARD OF EDUCATION

Bylaws
0143.2/Page 1 of 1

MIDDLE SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

0143.2 MIDDLE SCHOOL STUDENT REPRESENTATIVE TO THE BOARD OF EDUCATION

The Board of Education recognizes that experience gained by and input from students in the school district is a valued source for improving the operation of the school district. To this end, and in modeled on the requirements set forth in N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, the Board authorizes the appointment of a student selected by the student body to serve as a nonvoting student representative on the Board. The student representative must be selected from the eighth grade at or prior to the start of each school year.

The student body may elect or appoint the student representative to the Board in a process to be determined by the Superintendent or designee. When developing the process, the Superintendent or designee shall consider input provided by the student body.

The student representative shall serve for a one school year term and their duties shall include:

1. Attending all public Board meetings, excluding any discussions of the Board involving subjects which are confidential;
2. Representing all middle school students within the district and presenting student proposals and concerns to the Board for its consideration; and
3. Keeping middle school students informed of the business of the Board by providing a monthly report to the Student Government concerning the activities of the Board.

Student representatives are expected to adhere to all bylaws, policies, and regulations of the Board in their role. The Board in no way relinquishes any of its authority, powers, prerogatives, or responsibilities, but rather adds to its membership a nonvoting student representative(s) for the mutual benefit of the Board, student body, and the school district.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

Adopted:

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Program
2330/Page 1 of 2
HOMEWORK

2330 HOMEWORK

The Upper Saddle River School District considers homework to be any work, written or otherwise, assigned by a teacher, to be completed by a pupil outside of the school day.

The district believes that homework is an important element of a child's education because it compliments the school experience, teaches the pupil responsibility and self-discipline, promotes the development of valuable study skills and reinforces and enriches classroom instruction.

Moreover, homework is useful to teachers as an additional form of pupil assessment, it helps both teachers and parents to understand a child's progress and frequently provides a basis for parental communication with teachers and the school.

The district further believes that homework should be regularly utilized as an educational tool and that the frequency and amount of homework will vary according to each teacher's particular set of circumstances including, but not limited to, subject, grade level, type of assignment, and pupil needs.

Some Examples of Homework Activities

Investigation: Exploring an idea or topic;

Reinforcement: Practicing fundamental skills of any particular subject, e.g. mathematics tables;

Research: , electronic texts and resources, library materials, and reference work for projects;

Review: Studying for tests or quizzes, or to reinforce skills;

Observation: Obtaining ideas from the environment or such activities as field trips, plays, or television programs;

Discussion: Sharing points of view and information;

Collecting: Preparing collection or exhibits; and

Creating: Developing imaginative works of art, music or literature.

How Parents Can Help



It is important that your child understands that homework is a priority at home. Parental guidance will go a long way in emphasizing the importance placed on a child's education.

1. Provide a study area.
2. Plan a specific time.
3. Look for homework.
4. Encouragement.
5. Communicate with teachers.
6. Family reading is an essential daily routine. Enjoyable reading should always be included as part of the daily routine.

Time Guidelines for Home Study

The amount of time spent on homework depends largely upon one's ability, age, and the pace at which one works. Middle School homework should not exceed two hours. Consequently, it should be a gradual and progressive experience.

Assignments will vary from class to class and from subject to subject. Some assignments can be completed during the same evening as a regular homework responsibility. Other assignments may carry over for a longer period of time, i.e., science projects, essays, reports, etc. To assist the child, there is a need to offer guidance in setting time aside for both short and long term homework assignments.

Adopted: 19 May 2008
Revised: 1 May 2023



3126 DISTRICT MENTORING PROGRAM

The Superintendent of Schools or designee shall develop a district mentoring program to provide nontenured teachers, including all first-year professional teachers, who hold a standard certificate, certificate of eligibility (CE) or certificate of eligibility with advanced standing (CEAS) with an induction to the teaching profession and/or to the school community through differentiated supports based on the teachers' individual needs and to help them become effective professionals.

The goals of the district mentoring program shall be to enhance teacher knowledge of, and strategies related to, the New Jersey Student Learning Standards to facilitate student achievement and growth; identify exemplary teaching skills and educational practices necessary to acquire and maintain excellence in teaching; and assist first-year teachers in performing their duties and adjusting to the challenges of teaching. The Board of Education shall determine how each nontenured teacher in his or her first year of employment shall be provided with supports as outlined in N.J.A.C. 6A:9C-5.1(c). The Board shall provide an individual mentor to work one-on-one with a novice provisional teacher, who hold a certificate of eligibility (CE) or certificate of eligibility in advanced standing (CEAS), in accordance with N.J.A.C. 6A:9C-5.1(d). The Superintendent shall oversee the mentor selection process and ensure the individual mentor meets the minimum requirements required in N.J.A.C. 6A:9C-5.2(a).

In accordance with the provisions of N.J.A.C. 6A:9C-5.4, an approved agency and its designated staff shall be authorized to provide the services, evaluations, and recommendations specified within N.J.A.C. 6A:9B-8.6, 8.7, and 8.9 for provisional Teachers of Supplemental Instruction in Reading and Mathematics, Grades K-8 in their employ.

The district's local mentoring plan shall be in accordance with the requirements as outlined in N.J.A.C. 6A:9C-5.1 et seq.

The Superintendent of Schools or designee shall develop the district mentoring plan in accordance with the requirements outlined in N.J.A.C. 6A:9C-5.3 as part of the school district's professional development plan (PDP) pursuant to N.J.A.C. 6A:9C-4.4. The district mentoring plan shall include logistics for its implementation and describe the school district's responsibilities pursuant to N.J.A.C. 6A:9C-5.1 et seq.

The Board of Education shall budget State funds appropriated for the novice teacher mentoring program in accordance with the provisions of N.J.A.C. 6A:9C-5.1(f). The Board shall ensure that State funds appropriated for this program shall supplement, and not supplant, any Federal, State or local funds already devoted to planning and implementing a



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
3126/Page 2 of 2
DISTRICT MENTORING PROGRAM

novice teacher mentor program. The Board of Education shall ensure that State funds shall be used for one or more of the following: stipends for mentor teachers; the costs associated with release time; substitutes for mentor teachers and novice teachers; and professional development and training activities related to the program.

Evaluations for a provisional teacher shall be completed in accordance with the requirements of N.J.A.C. 6A:9B-8.6.

N.J.S.A. 18A:26-2; 18A:26-2a
N.J.A.C. 6A:9B-8.4; 6A:9B-8.5; 6A:9B-8.6; 6A:9C-5.1

Adopted: 19 May 2008
Revised: 28 March 2011
Revised: 24 October 2016
Revised: 25 September 2017
Revised: 1 May 2023



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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5200 ATTENDANCE (M)

M

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

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

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

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

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

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

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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

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

When absences are unexcused, homework will not be given out in advance. Because attendance in school is of the utmost importance for students and required by law, it is the policy of the Board of Education that teachers do not provide, in advance, homework to students who are absent from school because of vacation. Upon the child's return, the work is to be made up after school at a time mutually convenient for the student and teacher. Providing the homework in advance, may encourage these types of absences and may send the message that the school condones them.

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

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

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

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

Adopted: 16 June 2008

Revised: 20 October 2014

Revised: 18 May 2015

Revised: 7 December 2020

Revised: 1 May 2023

REGULATION

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R5200 ATTENDANCE (M)

M

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)

- a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.
- b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.
- c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.
 - (1) "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

REGULATION

2. Day in Session (N.J.A.C. 6A:32-8.3)

- a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.
- b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

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

- a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.
- b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.
- c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.
- d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.
- e. State-excused absences shall be as follows:

REGULATION

- (1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.
 - (a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;
 - (2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - (3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - (4) Take Our Children to Work Day;
 - (5) College visit(s), up to three days per school year for students in grades eleven and twelve; and
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school.
- f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

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

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

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

- a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.
 - (1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.
- b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.
- c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

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

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 and this Regulation.
2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.
 - a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.

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- b. “An excused absence” is a student’s absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:
- ___ The student’s illness
 - ___ supported by a written letter from the parent upon student’s return to school;
 - ___ supported by notification to the school by the student’s parent;
 - ___ The student’s required attendance in court;
 - ___ Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
 - ___ The student’s suspension from school;
 - ___ Family illness or death
 - ___ supported by a written letter from the parent upon the student’s return to school;
 - ___ supported by notification to the school by the student’s parent;
 - ___ Visits to post-secondary educational institutions;
 - ___ Interviews with a prospective employer or with an admissions officer of an institution of higher education;
 - ___ Examination for a driver’s license;
 - ___ Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day;
 - ___ Take Our Children to Work Day;
 - ___ Religious observance, pursuant to N.J.S.A. 18A:36-14 through 16;

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- Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
 - Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - Closure of a busing school district that prevents a student from having transportation to the receiving school;
 - An absence considered excused by the Commissioner of Education and/or a New Jersey Department of Education rule;
 - An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence;
3. "Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.]

C. Notice to School of a Student's Absence

1. The parent or adult student shall notify the school office before the school day when the student will not be in school.
2. The parent of the student or an adult student who will attend the morning session, but will not attend the afternoon session shall provide notice to the school office before the start of the afternoon session.
3. The parent of a student or an adult student shall notify the school office of a future absence if the absence is foreseeable.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence. If the student's parent(s) cannot be reached, the Principal or designee may notify law enforcement.

D. Readmission to School After an Absence

REGULATION

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.
 - a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

E. Instruction

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

GF. Denial of Course Credit

1. The teacher will determine the credit to be awarded a student for make-up work. Where class participation is a factor in the learning process, the teacher may consider a student's absence in determining a final grade, except absences for the observance of a religious holiday or absence for a student's suspension from school will not adversely affect the student's grade. The teacher may record an incomplete grade for a student who has not had a full opportunity to make up missed work.
2. A secondary student may be dropped from a course or denied course credit when the secondary student has been absent 10% or more of the class sessions, whatever the reason for the absence,

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except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, or absences caused by a student's suspension will not count toward the total

3. An elementary student may be retained at grade level, in accordance with Policy 5410, when the student has been absent twenty or more school days, whatever the reason for the absence, except that absences for the observance of a religious holiday, absences for those excused in accordance with the reporting requirements of the school register, and absences due to student's suspension will not count toward the total.

Exceptions to this rule may be made for students who have demonstrated through completion of home assignments and/or home instruction that they have mastered the proficiencies established for the assigned courses of study or at the Principals discretion.

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

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

REGULATION

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - (3) Consider an alternate educational placement;
 - (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
 - (7) Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

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3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and

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individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

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

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation.
3. A report card will record the number of times the student was absent and tardy in each marking period.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

REGULATION

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
 - a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
 - b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.
 - c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.
 - d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.
 - e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.
 - f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

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K. Attendance Records

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

Adopted: 13 December 2010

Revised: 20 October 2014

Revised: 18 May 2015

Revised: 7 December 2020

Revised: 1 May 2023

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Students
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EXPECTATIONS FOR STUDENT CONDUCT (M)

5500 EXPECTATIONS FOR STUDENT CONDUCT (M)

M

The Board of Education believes that students should commit themselves to learning and to the development of their unique potential. Students should know that their attitudes and acts affect both their own and their classmates' learning and should accept responsibility for helping to create a positive school environment. With the support and assistance of school staff members and parent(s) or legal guardian(s), all students can contribute to the effectiveness of the schools and the value of their education.

The Board expects all students in this school district, commensurate with their age and ability, to:

1. Prepare themselves mentally and physically for the process of learning;
2. Respect the person, property, and intellectual and creative products of others;
3. Take responsibility for their own behavior;
4. Use time and other resources responsibly;
5. Share responsibilities when working with others;
6. Meet the requirements of each course of study;
7. Monitor their own progress toward school objectives;
8. Communicate with parent(s) or legal guardian(s) and appropriate school staff members; and
9. Students shall abide by the Code of Conduct of the individual school in which they attend.

N.J.S.A. 18A:11-1

Adopted: 16 June 2008

Revised: 1 May 2023



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Students
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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

M

The Board of Education adopts this Student Discipline/Code of Conduct Policy to establish standards, policies, and procedures for positive student development and student behavioral expectations on school grounds and, as appropriate, for conduct away from school grounds. Every student enrolled in this district shall observe promulgated rules and regulations and the discipline imposed for infraction of those rules.

The Superintendent of Schools will establish a process for the annual review and update of the district's Student Discipline/Code of Conduct Policy and Regulation. The Superintendent will report to the Board the process used for the annual review of this Policy and Regulation and will recommend to the Board updates, if any, to the Student Discipline/Code of Conduct Policy and Regulation.

The Student Discipline/Code of Conduct Policy and Regulation shall be disseminated annually to all school staff, students, and parents. The Board of Education shall provide to all employees annual training on the Student Discipline/Code of Conduct Policy and Regulation, which shall include training on the prevention, intervention, and remediation of student conduct that violates the district's Policy and Regulation. Information on the Student Discipline/Code of Conduct Policy and Regulation shall be incorporated into the orientation for new employees.

The Board provides for the district's Student Discipline/Code of Conduct's equitable application. Student discipline and the Code of Student Conduct will be applied without regard to race; color; religion; ancestry; national origin; nationality; sex; gender; sexual orientation; gender identity or expression; marital, domestic-partnership, or civil union; mental, physical or sensory disability; or by any other distinguishing characteristic, pursuant to N.J.S.A. 10:5.-1 et seq.

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. §1400 et seq., the Individuals with Disabilities Education Improvement Act and accommodation plans under 29 U.S.C. §§ 794 and 705(20), the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

The Student Discipline/Code of Conduct is established for the purposes outlined in N.J.A.C. 6A:16-7.1(b).

Policy and Regulation 5600 include a description of student responsibilities that include expectations for academic achievement, behavior, and attendance, pursuant to N.J.A.C.



STUDENT DISCIPLINE/CODE OF CONDUCT (M)

6A:32-8 and 12.1; a description of behaviors that will result in suspension or expulsion, pursuant to N.J.S.A. 18A:37-2; and a description of student rights pursuant to N.J.A.C. 6A:16-7.1(c)3.i through vii.

The Board of Education approves the use of comprehensive behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports include, but are not limited to, positive reinforcement for good conduct and academic success including the programs that honor and reward student conduct and academic achievement; supportive intervention and referral services including those services outlined in Policy 2417; remediation of problem behaviors that take into account the behavior's nature, the students' developmental ages and the students' histories of problem behaviors and performance; and for students with disabilities, the behavior interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

Policy and Regulation 5600 include a description of school responses to violations of behavioral expectations established by the Board that, at a minimum, are graded according to the severity of the offenses, and consider the developmental ages of the student offenders and their histories of inappropriate behaviors pursuant to N.J.A.C. 6A:16-7.1(c)5.

Students are required to be in compliance with Policy and Regulation 5200 – Attendance pursuant to N.J.A.C. 6A:16-7.6 and Policy 5512 – Harassment, Intimidation, and Bullying pursuant to N.J.A.C. 6A:16-7.7.

The Building Principal shall maintain a current list of community-based health and social service provider agencies available to support a student and the student's family, as appropriate, and a list of legal resources available to serve the community.

The Building Principal or designee shall have the authority to assign discipline to students. School authorities also have the right to impose a consequence on a student for conduct away from school grounds that is consistent with the district's Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.5. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school. Consequences pursuant to N.J.A.C. 6A:16-7.5 shall be handled in accordance with Policy and Regulation 5600, pursuant to N.J.A.C. 6A:16-7.1, and as



STUDENT DISCIPLINE/CODE OF CONDUCT (M)

appropriate, in accordance with N.J.A.C. 6A:16-7-2, 6A:16-7.3, or 6A:16-7.4. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

Consequences and appropriate remedial action 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. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are listed in Policy 5512 – Harassment, Intimidation, and Bullying. Consequences for a student who commits an act of harassment, intimidation, or bullying shall be varied and graded according to the nature of the behavior, the developmental age of the student and the student's history of problem behaviors and performance, and shall be consistent with this Policy and the school district's Student Discipline/Code of Conduct Policy pursuant to N.J.A.C. 6A:16-7.1. Remedial measures for one or more acts of harassment, intimidation, or bullying 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.

Consequences and remedial measures to address acts or incidents of dating violence at school shall be consistent with the school district's Student Discipline/Code of Conduct Policy. The factors for determining consequences and remedial measures and examples of consequences and remedial measures are included in Policy and Regulation 5519 – Dating Violence at School and shall be used to address the act or incident as well as serve as remediation, intervention, education, and prevention for all individuals involved. The responses shall be tiered with consideration given to the seriousness and the number of previous occurrences of acts or incidents in which both the victim and aggressor have been involved. Consequences for acts or incidents of dating violence at school may range from admonishment to suspension or expulsion. Retaliation towards the victim of any act or incident of dating violence shall be considered when administering consequences to the aggressor based on the severity of the act or incident. Remedial measures/interventions for acts or incidents of dating violence at school may include, but are not limited to: parent conferences, student counseling (all students involved in the act or incident), peer support groups, corrective instruction or other relevant learning or service experiences, supportive student interventions (Intervention and Referral Services - I&RS), behavioral management plans, and/or alternative placements.

The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).



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Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in Policy and Regulation 5600 and N.J.A.C. 6A:16-7.2 through 7.4.

In accordance with the provisions of N.J.A.C. 6A:16-7.9, when a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information, Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a) and N.J.A.C. 6A:32-7.5.

The Superintendent may be required to submit a report annually to the New Jersey Department of Education on student conduct, including all student suspensions and expulsions, and the implementation of the Student Discipline/Code of Conduct Policy in accordance with the format prescribed by the Commissioner of Education. The Superintendent shall report to the Commissioner of Education each incident of violence, including harassment, intimidation, and bullying, vandalism, and alcohol and other drug offenses, pursuant to N.J.A.C. 6A:16-4.3, in the school district utilizing the Student Safety Data System (SSDS), pursuant to N.J.A.C. 6A:16-5.3.

N.J.S.A. 18A:6-1; 18A:36-25.1; 18A:25-2; 18A:36-19a;
18A:37-1 et seq.; 18A:37-13.1 et seq.
N.J.A.C. 6A:16-7.1 et seq.; 6A:14-1.1 et seq.

Adopted: 22 September 2008
Revised: 20 June 2011
Revised: 23 April 2012
Revised: 17 November 2014
Revised: 29 April 2019
Revised: 1 May 2023



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

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STUDENTS
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STUDENT DISCIPLINE/CODE OF CONDUCT (M)

R 5600 STUDENT DISCIPLINE/CODE OF CONDUCT (M)

M

A. Purpose

The Student Code of Conduct and this Regulation are established to achieve the following purposes:

1. Foster the health, safety, social, and emotional well-being of students;
2. Support the establishment and maintenance of civil, safe, secure, supportive, and disciplined school environments conducive to learning;
3. Promote achievement of high academic standards;
4. Prevent the occurrence of problem behaviors;
5. Establish parameters for the intervention and remediation of problem student behaviors at all stages of identification; and
6. Establish parameters for school responses to violations of the code of student conduct that take into account, at a minimum, the severity of the offenses, the developmental ages of student offenders and students' histories of inappropriate behaviors in accordance with N.J.A.C. 6A:16-7.2 through 7.9, as appropriate.

B. Expectations for Academic Achievement, Behavior, and Attendance

All students have a responsibility to comply with State statutes and administrative codes for academic achievement, behavior, and attendance, pursuant to N.J.A.C. 6A:32-8 and 12.1.

C. Behaviors That May Result in Suspension or Expulsion

In accordance with the provisions of N.J.S.A. 18A:37-2, any student who is guilty of continued and willful disobedience, open defiance of the authority of any teacher or person having authority over the student, the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct that shall constitute good cause for suspension or expulsion of a student guilty of



such conduct shall include, but not be limited to, *behaviors included in the SSDS incident categories* and any of the following:

1. Continued and willful disobedience;
2. Open defiance of the authority of any teacher or person, having authority over the student;
3. Conduct of such character as to constitute a continuing danger to the physical well-being of other students;
4. Physical assault upon another student;
5. Taking, or attempting to take, personal property or money from another student, or from the student's presence, by means of force or fear;
6. Willfully causing, or attempting to cause, substantial damage to school property;
7. Participation in an unauthorized occupancy by any group of students or others of any part of any school or other building owned by any school district, and failure to leave such school or other facility promptly after having been directed to do so by the Principal or other person then in charge of such building or facility;
8. Incitement which is intended to and does result in unauthorized occupation by any group of students or others of any part of a school or other facility owned by any school district;
9. Incitement which is intended to and does result in truancy by other students;
10. Knowing possession or knowing consumption without legal authority of alcoholic beverages or controlled dangerous substances on school premises, or being under the influence of intoxicating liquor or controlled dangerous substances while on school premises; and
11. Harassment, intimidation, or bullying.

Students shall also be suspended from school for assault upon a school staff member in accordance with the provisions of N.J.S.A. 18A:37-2.1 and 2.2.



D. Students' Rights

Students subject to the consequences of the Student Discipline/Code of Conduct Policy and Regulation shall be informed of their rights, pursuant to N.J.A.C. 6A:16-7.1(c)3.i. through vii., that include:

2. Education that supports students' development into productive citizens;
3. Attendance in safe and secure school environments;
4. Attendance at school irrespective of students' marriage, pregnancy, or parenthood;
5. Due process and appeal procedures, pursuant to N.J.A.C. 6A:3-1.3 through 1.17, N.J.A.C. 6A:4 and, where applicable, N.J.A.C. 6A:14-2.7 and 2.8, and N.J.A.C. 6A:16-7.2 through 7.5;
6. Parent notification consistent with the policies and procedures established pursuant to N.J.A.C. 6A:16-6.2(b)3 and N.J.A.C. 6A:16-7.1 through 7.9; and
7. Protections pursuant to 20 U.S.C. § 1232g, Family Educational Rights and Privacy Act; 34 CFR Part 99, Family Educational Rights and Privacy; 20 U.S.C. § 1232h, Protection of Pupil Rights; 34 CFR Part 98, Student Rights in Research, Experimental Programs and Testing; P.L. 104-191, Health Insurance Portability and Accountability Act; 45 CFR Part 160, General Administrative Requirements; 20 U.S.C. § 7165, Transfer of school disciplinary records; 42 CFR Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; N.J.S.A. 18A:40A-7.1, Confidentiality of certain information provided by students, exceptions; N.J.A.C. 6A:16-3.2, Confidentiality of student alcohol and other drug information; N.J.S.A. 18A:36-19, Pupil records, creation, maintenance and retention, security and access, regulations, nonliability; N.J.S.A. 2A:4A-60, Disclosure of juvenile information, penalties for disclosure; N.J.A.C. 6A:32-7, Student Records; N.J.A.C. 6A:14-2.9, Student records, as well as other existing Federal and State laws and rules pertaining to student protections.

E. Comprehensive Behavioral Supports



Below are behavioral supports that promote positive student development and the students' abilities to fulfill the behavioral expectations established by the Board. These behavioral supports may include, but are not limited to, the following:

1. Positive Reinforcement for Good Conduct and Academic Success

A student will be provided positive reinforcement for good conduct and academic success.

2. Supportive Interventions and Referral Services

A student may be referred to the school's Intervention and Referral Services Team in accordance with the provisions of N.J.A.C. 6A:16-8.1 and 8.2 and Policy and Regulation 2417.

3. Remediation of Problem Behavior

The following actions may be taken to remediate problem behavior. These actions will take into account the behavior's nature, the students' developmental ages, and the students' histories of problem behaviors and performance.

a. Restitution and Restoration

- (1) A student may be required to make restitution for any loss resulting from the student's conduct; or
- (2) A student may be required, at the discretion of the school district and when appropriate, to restore to its former condition any damaged or defaced property resulting from the student's conduct.

b. Counseling

- (1) A student may be required to consult with school guidance counselors or Child Study Team members.



(2) The counselor will explain why the student's conduct is unacceptable to the school and damaging to the student, what the consequences of continued misconduct are likely to be, and appropriate alternative behaviors.

(3) The counselor may refer the student, as appropriate, for additional counseling, evaluation, intervention, treatment, or therapy. Referrals may be made to the Child Study Team, the school's Intervention and Referral Services Team, a public or private social agency, a legal agency, or any other referral service that may assist the student.

c. Parent Conferences

(1) Students may be required to attend a meeting with their parent and appropriate school staff members to discuss the causes of the student's behavior, possible remediation, potential disciplinary measures, and alternative conduct.

d. Alternate Educational Program

(1) Students may be assigned to an alternate educational program as recommended by the student's guidance counselor, classroom teacher, Child Study Team, and/or other school staff member.

4. Students with Disabilities

For students with disabilities, the remedial measures and behavioral interventions and supports shall be determined and provided pursuant to N.J.A.C. 6A:14.

G. Description of School Responses

School responses to violations of behavioral expectations are listed below:

1. Admonishment/Reprimand



- a. A school staff member in authority may admonish or reprimand a student's unacceptable conduct and warn the student that additional misconduct may warrant a more severe penalty.
2. Temporary Removal from Classroom
 - a. The classroom teacher may direct the student report to the office of the administrator in charge of student discipline.
 - c. The administrator in charge of discipline will interview the student and determine which, if any, additional consequences shall be imposed.
3. Meeting with School Administration and Parent
 - a. The student's parent may be required to attend a meeting with the Principal or designee and the student to discuss the student's conduct and to ensure the parent and the student understand school rules and expectations.
4. Deprivation of Privileges
 - a. Students may be deprived privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment. These privileges may include, but are not limited to:
 - (1) Moving freely about the school building;
 - (2) Participation in co-curricular or inter/intrascholastic activities;
 - (3) Attendance at a school-related social or sports activity;
 - (4) Participation in a graduation ceremony;
 - (5) Transportation to and from school on a school bus; or



- (6) Any other privilege the Building Principal or designee determines may be appropriate and consistent with Policy and Regulation 5600 and N.J.A.C. 6A:16-7.1 et seq.

5. Detention

- a. A student may be required to report before or after the school day to detention. This detention may be assigned by the teacher or the Principal or designee.
- b. Transportation to detention before school or from detention after school will be the responsibility of the parent.
- c. A student may be excused from detention only for an unavoidable commitment previously made; any such excused detention must be made up on another day.

6. Grade Adjustment

- a. A student who has cheated on a test or assignment, plagiarized material, falsified sources, refused to submit assignments, or otherwise indulged in academic dishonesty or negligence may suffer a reduced grade by virtue of the disqualified work. In no other instance may a student's grade be lowered as a direct penalty for misconduct.

7. In-school Suspension

- a. If the school operates an in-school suspension program, a student may be removed from his/her regular classes and required to report to the in-school suspension program.
- b. In-school suspension will not be imposed without the due process procedures set forth in Policy and Regulation 5610.

8. Suspension from School

- a. A student may be denied the right to attend school for a period of time pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.2 and 6A:16-7.3, and Policy 5610.



- b. Suspension from school will not be imposed without the due process procedures set forth in Policy and Regulation 5610.
- 9. Expulsion
 - a. The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
 - b. Expulsion is an extremely serious disciplinary measure and will not be imposed without the due process set forth in Policy and Regulation 5610 and Policy 5620.
- H. Discipline/Code of Conduct
 - 1. Each School has a separate Code of Conduct that is annually Board approved.
 - 2. The school responses to violations of behavioral expectations that are subject to student discipline including suspension or expulsion pursuant to N.J.S.A. 18A:37-2 outlined in a Chart of Student Discipline shall be consistent with the Board's policies and regulations/procedures on attendance, pursuant to N.J.A.C. 6A:16-7.6 and harassment, intimidation, and bullying, pursuant to N.J.A.C. 6A:16-7.7.
 - 3. The Principal or designee will maintain a list of community-based health and social service provider agencies available to support a student and a student's family, as appropriate, and a list of legal resources available to serve the community.
 - 4. The Board of Education may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment.
 - 5. Nothing in Policy and Regulation 5600 shall prevent the school administration from imposing a consequence for unacceptable student conduct not listed or included in a Chart of Student Discipline.



I. Student Conduct Away from School Grounds

1. The Building Principal or designee has the right to impose a consequence on a student for conduct away from school grounds that is consistent with the Board's Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.
 - a. This authority shall be exercised only when it is reasonably necessary for the student's physical or emotional safety, security, and well-being or for reasons relating to the safety, security, and well-being of other students, staff, or school grounds, pursuant to N.J.S.A. 18A:25-2 and 18A:37-2.
 - b. This authority shall be exercised only when the conduct that is the subject of the proposed consequence materially and substantially interferes with the requirements of appropriate discipline in the operation of the school.
 - c. Consequences for conduct away from school grounds shall be handled in accordance with the Board approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1, Policy and Regulation 5600, and as appropriate, in accordance with N.J.A.C. 6A:16-7-2, 7.3, or 7.4.
2. School authorities shall respond to harassment, intimidation, or bullying that occurs off school grounds, pursuant to N.J.S.A. 18A:37-14 and 15.3 and N.J.A.C. 6A:16-1.3, 7.1, and 7.7.

J. School Bus Conduct

Violations of the rules regarding student conduct on school buses will be handled as follows:

1. The bus driver will report unacceptable conduct to the Principal of the school in which the student is enrolled by submission of a completed written report that includes the name of the student, the school, and the student's conduct.



2. The Principal or designee will investigate the matter, which may include meeting with the bus driver, bus aide, other students on the school bus, and the student who was reported by the bus driver.
3. The parent will be notified of the student's reported conduct.
4. The Principal or designee will make a determination if the student violated behavioral expectations and the discipline to be administered in accordance with the Code of Student Conduct.
5. If it is determined the misconduct is severe, the student may be suspended from the bus pending a conference with the parent.

K. Students with Disabilities

For students with disabilities, subject to Individualized Education Programs in accordance with 20 U.S.C. § 1400 et seq., the Individuals with Disabilities Educational Improvement Act, N.J.A.C 6A:14, and accommodation plans under 29 U.S.C. §§ 794 and 705(20), student discipline and the Code of Student Conduct shall be implemented in accordance with the components of the applicable plans.

L. Records

1. Instances of student discipline will be recorded in the student's file in strict compliance with N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330.
2. When a student transfers to a public school district from another public school district, all information in the student's record related to disciplinary actions taken against the student by the school district and any information the school district has obtained pursuant to N.J.S.A. 2A:4A-60, Disclosure of Juvenile Information; Penalties for Disclosure, shall be provided to the receiving public school district, in accordance with the provisions of N.J.S.A. 18A:36-19(a), and N.J.A.C. 6A:32-7.5.
 - a. The record shall be provided within two weeks of the date that the student enrolls in the receiving district.



- b. Written consent of the parent or adult student shall not be required as a condition of the record transfer; however, written notice of the transfer shall be provided to the parent or the adult student.
3. When a student transfers to a private school, which includes all sectarian or nonsectarian, nonprofit, institutional day, or residential schools that provide education for students placed by their parents and that are controlled by other than public authority, all student disciplinary records with respect to suspensions or expulsions, shall be provided by the public school district of residence to the private school upon written request from the private school, in the same manner the records would be provided to a public school, pursuant to 20 U.S.C. § 6301, Title IV § 4155 of the Elementary and Secondary Education Act.
4. The Board shall not use a student's past offenses on record to discriminate against the student.
5. All student disciplinary records pursuant to N.J.A.C. 6A:16-7 shall conform with the requirements set forth in N.J.A.C. 6A:16-7.8(d).

M. Annual Review

The Superintendent will designate a school staff member to coordinate an annual review and update of Policy and Regulation 5600. The Superintendent's designee will:

1. Compile an annual summary report of violations of the student behavioral expectations and the associated school responses to the violations in the Student Discipline/Code of Conduct Policy and Regulation.
2. Convene a Student Discipline/Code of Conduct Committee comprised of parents, students, and community members that represent the composition of the district's schools and community to review the annual summary report and to develop recommendations, if any, to improve and update the Student Discipline/Code of Conduct Policy and Regulation.
3. The Superintendent's designee shall submit the Committee's recommendations, if any, to improve or update the Student Discipline/Code of Conduct Policy and Regulation.



4. The Superintendent will review the Committee's report with school administrators and will determine if the Student Discipline/Code of Conduct Policy and Regulation should be updated.
5. The Superintendent will recommend to the Board revisions to the Student Discipline/Code of Conduct Policy, if needed.

N. Policy and Regulation Publication and Distribution

The Student Discipline/Code of Conduct Policy and Regulation 5600, including the Chart of Student Discipline shall be disseminated annually to all school staff, students, and parents. These documents may be disseminated in handbooks, electronically, or in hard copy form. Principals will ensure these documents are made available to all students on or before the first day of each school year and to transferring students on the first day of their enrollment in this district.

Adopted: 13 December 2010
Revised: 20 June 2011
Revised: 23 April 2012
Revised: 17 November 2014
Revised: 19 November 2018
Revised: 29 April 2019
Revised: 1 May 2023



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Property
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USE OF SCHOOL FACILITIES

7510 USE OF SCHOOL FACILITIES

M

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

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

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

- ___ Uses and groups directly related to the schools and the operations of the schools, including student and teacher groups;
- ___ Uses and organizations indirectly related to the schools, including the PTO and USREF;
- ___ Departments and agencies of the municipal government;
- ___
- ___ Community organizations formed for charitable, civic, social, or educational purposes;
- ___

The use of school facilities will not be granted for the advantage of any commercial or profit-making organization, partisan political activity, or any private social function. The use of school facilities will not be granted for any purpose that is prohibited by law.

Each user shall present evidence of the purchase of organizational liability insurance to the limit as prescribed by district regulations. Each user shall inspect any facility or school grounds to be used prior to such use and shall notify a district representative of any existing safety or dangerous conditions. In the event such conditions exist, the district may cancel or modify the user's access to the school facility until such conditions are addressed. Users



shall be financially liable for damage to the facilities and for proper chaperonage as required by the school district administration.

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

1. The use of school facilities for activities directly related to the educational program and district operations shall be without cost to the user except that the user shall be responsible for any custodial costs incurred by the use and any fees charged by a law enforcement agency in connection with the use.
2. All other organizations or persons granted the use of school shall pay in advance the scheduled fee and the cost of any additional staff services required by the use.

The school district shall not be liable for the injury or death of a person due to the action or inaction of persons employed by, or under contract with, a youth sports team organization that uses school facilities or operates on school grounds.

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

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

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

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

Adopted: 16 June 2008
Revised: 8 February 2021
Revised: 1 May 2023



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Community
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SCHOOL VISITORS

9150 SCHOOL VISITORS

While the Board welcomes and encourages visits to school by parents, other adult residents of the community, and interested educators, the Board recognizes that one of its primary obligations is to ensure continuous, non-disruptive educational experiences for its pupils. Due to this, the Board through this policy seeks to balance the needs of visitors to the school with the pupils' educational requirements.

The Superintendent or Building Principal has the authority to prohibit the entry of any person to a school of this district or to expel any person when he/she has reason to believe the presence of such persons would be inimical to the good order of the school. If such an individual refuses to leave the school grounds or creates a disturbance, the Principal is authorized to request from the local law enforcement agency, whatever assistance is required to remove the individual.

The Superintendent shall promulgate regulations that will protect pupils and employees of the district from disruption to the educational program or the efficient conduct of their assigned tasks.

1. With the exception of school coordinated or initiated events, visits by parent(s) or legal guardian(s) or their designee shall be limited to a one time visit per year per child not to exceed one hour unless requested by the school in order to avoid disruption of the learning process. Parent(s) or legal guardian(s) are prohibited from observing the classroom for an entire day because the Board believes this to be disruptive for pupils and teachers. Additionally, any parent(s) or legal guardian(s) or their designee wishing to observe their child(ren) in the classroom must make an appointment. The district has forty-eight hours to schedule the date and time of the desired observation. The specific classroom(s) the visitor wishes to observe must be specified. The Superintendent or school Principal, after consultation with the affected teachers, shall notify the visitor of his/her approval or disapproval of the date and time of the observation. If the Superintendent or school Principal disapproves the date and/or time of the observation, the Principal must notify the visitor of the reason for the denial of the request.
2. All visitors shall be required to report to the Welcome Station or Principal's office upon entering the building. Teachers should inform the office of individuals found within the building who are not recognized as part of the school community.



3. Parent(s) or legal guardian(s) delivering lunches, books, sneakers, and other items to their child(ren) should proceed directly to the Welcome Station or main office where staff can accommodate the individual. Parents may not go directly to a child's classroom to deliver the items to their child(ren).
4. At no time shall a staff member transact business with the person in the school who has not duly registered at the Welcome Station or main office and received authorization to be present for the purpose of conducting business.
5. No visitor may confer with a pupil in school without the approval of the Principal.
6. Observations of classes by parent(s) or legal guardian(s), or their designee, or any other visitor for the purpose of making value judgments about curriculum, instruction, teacher performance, and pupil performance are not permitted. The Upper Saddle River Board of Education and its schools provide opportunities to judge a child's (children's) progress through report cards, standardized test results, individually administered assessments, conferences with teachers, work samples, and performance on homework assignments.
7. Any and all persons violating any conditions of this policy shall be considered "disorderly persons" and subject to appropriate actions, including but not limited to the prohibition against any future visits to the school and opportunities to view their child(ren) in the classroom. Furthermore, the Upper Saddle River Board of Education specifically reserves the right to deny parent(s) or legal guardian(s) or their designee, or any other visitor the opportunity to observe their, or any, child's (children's) class when:
 - a. The presence of the parent(s) or legal guardian(s), or their designee, or any other visitor would be disruptive to their child, other pupils, or the teacher;
 - b. The child's disability or personality is such that the presence of their parent(s) or legal guardian(s), or their designee, or any other visitor in a classroom would be extremely disruptive and/or distracting.



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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SCHOOL VISITORS

N.J.S.A. 2C:18-3
N.J.S.A. 18A:17-42; 18A:20-1; 18A:20-34

Adopted: 16 June 2008
Revised: 18 November 2013
Revised: 13 January 2020
Revised: 1 May 2023



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Community
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SPECIAL INTEREST GROUPS

9700 SPECIAL INTEREST GROUPS

Any requests from civic institutions or special interest groups which involve such activities as patriotic functions, contests, exhibits, fund raising, and sales of products to and by pupils must be carefully reviewed to ensure that on balance such activities promote pupil interests without advancing the special interests of any particular group.

It is the policy of the Board of Education that pupils, staff members, and district facilities not be used for advertising or promoting the interests of any non-school agency or organization, public or private, without the approval of the Board or its delegated representative, and any such approval granted for whatever cause or group shall not be construed as an endorsement of said cause or group by this Board.

All materials or activities proposed by outside sources for pupil or staff use or participation shall be reviewed by the Board of Education, Superintendent and Building Principal on the basis of educational value in the total school program, benefit to pupils, factual accuracy, and good taste.

Awards and Prizes

The Board of Education is appreciative of the generosity of organizations which offer scholarships or prizes to deserving pupils in this district. But, in accepting the offer of such scholarships or prizes, the Board directs that these guidelines be observed:

1. No information either academic or personal shall be released from a pupil's record for the purpose of selecting a scholarship or prize winner without the permission of the parents of a pupil in accordance with the Board's policy on pupil records.
2. The type of scholarship or prize, and any restrictions pertaining thereto, shall be approved by the Board.
3. All pertinent information regarding the proposed award shall be submitted for the Superintendent's approval.
4. The Building Principal, together with a committee of staff members designated by the Principal, shall be involved in the selection of the recipient, and, if agreeable to the sponsoring organization, the selection shall be left entirely to the Principal and staff committee.

Relations With Special Interest Groups



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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SPECIAL INTEREST GROUPS

1. Any organization wishing to send information through the schools must submit their flyer in advance for approval to the Superintendent. The flyer should be emailed in PDF format to the designated secretary. The approval may take up to one week; organizations will be notified of approval via e-mail.
2. Most flyers from organizations other than the school district will not be distributed in paper format. All approved flyers will be posted on the district's website or sent from the Superintendent or Principal (at their discretion) via e-mail.
3. Flyers must be limited to one page. Those organizations that attach additional forms should indicate on the flyer where the forms can be accessed.
4. Flyers will not contain the names of children. All flyers must list the name and e-mail address of the person and the organization requesting distribution.
5. Flyers will not be approved for individuals, groups, or organizations for purposes of fundraising; only those organizations whose fundraising solely supports the schools will be approved for distribution.
6. The Board of Education cannot accept the responsibility and grant approval for flyers from individuals seeking to collect supplies, clothing, or equipment from children or their families. Only school sponsored charitable or volunteer efforts will be supported by the district.
7. Flyers will be considered for approval and distribution, via email or posting on the Upper Saddle River School website, from the following organizations:

USR Boy and Girl Scout Troops	Northern Highlands Regional HS
USREF	Saddle River Garden Club
USR Historical Society	Saddle River Valley Jr. Woman's Club



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UPPER SADDLE RIVER BOARD OF EDUCATION

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SPECIAL INTEREST GROUPS

USR Library	Woman's Club of USR
USR PTO	Youth Guidance Council
USR Recreation Commission (pre-approved by borough personnel)	USRA Coalition

**Any flyers or information that individual scout members wish to distribute for their eagle, gold, and silver awards will be posted on the district's website only. The flyer should not contain personal information and should be emailed in PDF format to the designated secretary for approval by the Superintendent.

Adopted: 16 June 2008
Revised: 20 March 2017
Revised: 17 December 2018
Revised: 10 January 2022
Revised: 1 May 2023

