



Upper Saddle River Board of Education

395 West Saddle River Road
Upper Saddle River, NJ 07458

Mrs. Susan Gandara, President
Mrs. MaryAnn Gray, Vice President

Mrs. Erin Ginsberg
Mr. Mark Mehegan
Mr. Stephen Quagliani
Dr. David Verducci
Mrs. Joy Wenberg

October 21, 2024
Regular Meeting – 7:00 p.m.
Cavallini Media Center
392 West Saddle River Road

AGENDA

This is a 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.

Two 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.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. 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.

- | | | |
|------|----------------------------------------|-----------------|
| 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. | REPORTS | |
| A. | Superintendent's Report | Dr. Schoen |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Gandara |
| D. | Student Representative's Report | Miss Zoya Batla |
| E. | Committee Reports | |
| | Education | Mr. Quagliani |
| | Finance/Negotiations | Mrs. Wenberg |
| | Infrastructure | Mr. Mehegan |
| | Personnel | Dr. Verducci |
| | Policy/Governance | Mrs. Ginsberg |
| | School Boards Liaison | Dr. Verducci |

- F. USREF Report Mrs. Tedd
- G. USRPTO Report Mrs. McGovern

V. **PRESENTATION**

1. 2024 State Assessment Performance Results Mrs. D'Ambola
2. USREF Grants Mrs. Carrion/Mrs. Tedd

VI. **PUBLIC COMMENT (for Agenda Items only)**

VII. **ADMINISTRATION** Dr. Schoen

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

- A. Approve the submission of the NJ Department of Education School Self-Assessment for Determining Grades Under the Anti-Bullying Act (ABR) for the 2023/24 school year.
- B. Approve the 2023/24 Update to the Uniform Memorandum of Agreement Between Education and Law Enforcement Officials.
- C. Approve the School Safety and Security Plans for the period September 1, 2024 through June 30, 2027.
- D. Designate the week of October 7 - 11, 2024, as a state-wide "Week of Respect."
- E. Designate the week of October 15 - 18, 2024, as School Violence Awareness Week.
- F. Designate the week of October 23 – 31, 2024, as Red Ribbon Week.
- G. Second Reading of the following Policies and Regulations:

Policy 0141	Board Member Number and Term (Revised)
Policy 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
Policy 2200	Curriculum Content (M) (Revised)
Policy 3160	Physical Examination (M) (Revised)
Policy 4160	Physical Examination (M) (Revised)
Policy 5111	Eligibility of Resident/Nonresident Students (Revised)
Policy 5337	Service Animals (Revised)
Policy 5350	Student Suicide Prevention (M) (Revised)
Policy 8420	Emergency and Crisis Situations (M) (Revised)
Policy 8467	Firearms and Weapons (M) (Revised)
Policy 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)
Regulation 3160	Physical Examination (M) (Revised)
Regulation 4160	Physical Examination (M) (Revised)
Regulation 5200	Attendance (M) (Revised)
Regulation 8467	Firearms and Weapons (M) (Revised)

- H. Approve the School Bus Emergency Evacuation Drill Reports (in accordance with N.J.A.C. 6A:27-11.2) as follows:

1. On October 1, 2024, between 9:30 a.m. and 10:15 a.m. all students in the Reynolds Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2, 3, 4 and 5. Mrs. Devin Severs, Reynolds School Principal, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drills.
2. On October 1, 2024, between 10:15 a.m. and 11:00 a.m., all students in the Bogert Elementary School, 391 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2, 3, 4 and 5. Mrs. Rosemarie Malloy, Dean of Students, and Mr. Thomas Inzalaco, Scholastic Bus Company Safety Director, supervised the drill.
3. On October 2, 2024, between 11:30 a.m. and 12:30 p.m., all students in the Cavallini Middle School, 392 West Saddle River Road, Upper Saddle River, New Jersey, participated in school bus emergency evacuation drills. The drills took place in front of the school and included Routes 1, 2, 3, 4 and 5. Mr. James McCusker, Cavallini Principal, Ms. Salliann Ran, Assistant Principal, and Mr. Thomas Inzalaco supervised the drill.

VIII. **PERSONNEL**

Dr. Schoen

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

1. Create two (2) 1.0 FTE Applied Behavior Analysis (ABA) Paraprofessionals positions and two (2) stipend positions, effective October 22, 2024.

B. Job Descriptions

1. Custodian (Revised)
2. Grounds Maintenance (Revised)
3. Head Custodian (Revised)
4. Maintenance (Revised)
5. Supervisor of Buildings and Grounds (Revised)

C. Leaves

1. Approve a paid medical leave of absence for Employee #0077, effective November 1, 2024 through approximately February 3, 2025.
2. Approve a paid medical leave of absence for Employee #0135, effective October 29, 2024 through approximately December 10, 2024.
3. Approve an extended unpaid medical leave of absence for Employee #0755, effective December 1, 2024 through approximately January 7, 2025.
4. Approve a paid medical leave of absence and an unpaid Family and Medical (FMLA) leave of absence for Employee #1437, effective on or about January 23, 2025 through approximately June 1, 2025.
5. Approve an unpaid Family and Medical (FMLA/NJFLA) leave of absence for Employee #2294, effective January 2, 2025 through March 28, 2025.

D. Resignations

1. Accept the resignation of Lisa Wachino, Paraprofessional at Bogert School, effective January 2, 2025.

E. Appointments

1. Appoint Kimberly Darquea to the position of long term, per diem Paraprofessional leave replacement at Reynolds School, effective on or about October 22, 2024 through approximately January 7, 2025.
2. Appoint Eleanor Julien to the position of ABA Paraprofessional at Reynolds School, effective October 22, 2024, Step 10, prorated, plus ABA Stipend, prorated.
3. Appoint Pajtim Myrtollari to the position of .50 FTE night custodian at Reynolds School, effective November 1, 2024. Step 1, prorated, plus night person stipend, prorated.
4. Appoint Joseph Spero to the position of long term, per diem English/Language Arts Teacher at Cavallini Middle School, effective on or about November 1, 2024 through approximately March 21, 2025, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Janine Dolan to the position of ACE Team Member for the 2024/25 school year. \$22.00/hr
6. The following staff members are recommended for the stipend positions listed below for the 2024/25 school year:

Bogert Lunch Duty Substitutes: \$22/hour	
Madelyn Barrow	Sara Senger

7. Approve Isabel Pestronk to provide Home Instruction for a student on October 22, 23 and 24, 2024, not to exceed five (5) hours, at a rate of \$40 per hour.

F. Substitutes

1. Approve Kimberly Darquea as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Darquea holds a NJ Substitute Teaching Certificate.
2. Approve Justin Grippo as a substitute teacher/paraprofessional for the 2024/25 school year. Mr. Grippo holds a NJ Substitute Teaching Certificate.
3. Approve Stella Kim as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Kim holds a NJ Substitute Teaching Certificate.
4. Approve Alexandra Kreindel as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Kreindel's NJ Substitute Teaching Certificate is pending.

5. Approve Cheryl Kreindel as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Kreindel holds a NJ Elementary School Teaching Certificate
6. Approve Diane Muggeo as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Muggeo holds a NJ Elementary School Teaching Certificate.
7. Approve Jodi Ryan as a substitute teacher/paraprofessional for the 2024/25 school year, subject to the satisfactory completion of the criminal history records check required by law. Ms. Ryan's NJ Substitute Teaching Certificate is pending.

G. Student Teachers/Interns

1. Approve Justin Grippo as a student intern at Cavallini Middle School for the 2024/25 school year.

IX. FINANCE

Mrs. Imbasciani

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

A. Approve the Minutes of Board Meetings:

September 16, 2024

B. Approve the Bills List for September 2024 as follows:

10	General Current Expense	\$81,773.54
11	General Current Expense	\$2,895,911.32
12	Capital Outlay	\$137,093.31
20	Special Revenue Funds	\$35,576.54
30	Capital Projects Funds	\$103,025.90
60	Enterprise Fund	\$26,465.83
Total		\$3,279,846.44

C. Approve the Transfers for September 2024.

D. Approve the audited June 2024 Board Secretary and Treasurer's Reports and the Board Secretary and Treasurer's Reports dated July 2024, August 2024, and September 2024 and to certify that after review of these reports and upon consultation with appropriate district officials, as to the best of our knowledge, no major account or fund has been over expended in violation of NJAC 6A:23-2.11 and that sufficient funds are available to meet the district's financial obligations for the remainder of the year.

E. Approve Application for Payment #4 for KDP Developers Inc. for the Septic Field Replacement at Bogert School, in the amount of \$103,025.90.

F. Approve FY22 ESSER III Grant funding for the 23/24 school year as follows:

	% of Salary	Amount
Nappi-Wasser	100%	\$62,408
Pagliocca	100%	\$59,908

- G. *Rescind the following motion approved at the September 16, 2024 meeting:*
Accept funding for the FY25 ESEA Grant as follows:

Title I Part A	\$33,528
Title IIA	\$14,441
Title IV	\$10,000

- H. Accept funding for the FY25 ESEA Grant as follows:

Title I Part A	\$41,028
Title IIA	\$11,941
Title IV	\$5,000

- I. Approve a One-to-One Aide for an out-of-district student whose name is on file in the Board Office at a rate of \$51,984.00 for the 2024/25 school year.
- J. Approve Dr. Joseph Siragusa to provide a psychiatric evaluation and written report for a student at a rate of \$850.00.
- K. Approve the Region 1 List of Independent Evaluators for the 2024/25 school year, as per the attached list.
- L. Accept the donation of the following grants from the Upper Saddle River Educational Foundation (USREF) in the amount of \$23,630.00.

Reynolds School:

- "Weather Wizards" In-school Field Trip - Kindergarten (M. Titunick) - \$1,100.00
- "Zoom to the Moon" In-school Field Trip - Grade 1 (J. King & S. Maginnis) - \$1,100.00
- 1st Grade Service Learning Project - Grade 1 & rising K students (S. Maginnis) - \$1,000.00

Reynolds and Bogert Schools:

- Pugger and Kiln Shelves for Ceramics - Grades K - 5 (H. Rockwell & A. Zimmermann) - \$7,530.00

Bogert School:

- Leo Cubs Service Club - Grades 3 - 5 (K. Murphy & L.A. Weil) - \$1,650.00
- Readability - Grades 3 - 5 Resource Room & LLD (K. Law & J. Klos) - \$2,250.00

Cavallini Middle School:

- Poster Maker and Supplies - Grades 6 - 8 (J. Gareffa) - \$8,000.00

- M. Acknowledge the donation of the cost of the 5th grade Trescape field trip from the Youth Guidance Council in the amount of \$4,400 for buses and \$4,200 for Trescape.
- N. Approve the removal of the following retired items from inventory. They will be listed for sale on GovDeals.

Barcode	Location	CPU	Serial #
7555	Cav VP Secretary	2.7 GHz Intel Core i5	
7557	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7983	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7984	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7985	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7986	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7987	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7988	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7989	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7990	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7991	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	

7992	Cav Room 25 - Tech Lab	2.7 GHz Intel Core i5	
7994	Cav Vice Principal		D25Q61GLF8J7
7997	Cav Tech Office		D25Q61H2F8J7

O. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
BPASL Fall Meeting Paramus, NJ	October 23, 2024	Christina Cucci Jennifer Kruter	\$0.00 \$0.00	\$0.00 \$10.00
Bergen County Consortium for Teachers of the Gifted Cresskill, NJ	October 24, 2024	Erica Stearns	\$0.00	\$0.00
Handle With Care Cresskill, NJ	October 28, 2024	Emily Cooper Alexis Yotka	\$300.00 \$300.00	\$0.00 \$0.00
NJ Suicide Prevention Conference (Online)	October 29, 2024	Katherine Baker Sara Senger	\$0.00 \$0.00	\$0.00 \$0.00
The Zones of Regulation Comprehensive Training (Online)	November 11, 2024	Stefanie Slacin	\$220.00	\$0.00
NJ State Jazz Conference Newark, NJ	November 15, 2024	Cynthia Haas	\$75.00	\$0.00
Supporting Our Students' Behaviors Through Tier 1 Interventions Washington Township, NJ	November 19, 2024	Emily Cooper Stefanie Slacin	\$0.00 \$0.00	\$0.00 \$0.00
Using AI in the Classroom to Support Student Success: Tips, Tools, and Tricky Topics Ewing, NJ	November 20, 2024	Tracy Goodman	\$241.94	\$78.02
Conquer Math Pompton Plains, NJ	November 21, 2024 December 18, 2024	Jamie Drucker Dyonna Pagliocca	\$380.00 \$380.00	\$0.00 \$12.83
Conquer Math Pompton Plains, NJ	November 22, 2024 December 19, 2024	Madelyn Barrow Maya Lee	\$380.00 \$380.00	\$44.08 \$43.24
ODD, ASD, ADHD, and Mood Disorders Over 50 Proven Techniques for Children and Adolescents Parsippany, NJ	December 2, 2024	Kristen Groen	\$269.99	\$0.00
Conquer Math Pompton Plains, NJ	January 31, 2025	Kristin Martin	\$190.00	\$0.00

X. PUBLIC COMMENT

XI. ADJOURNMENT

Mrs. Gandara

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Evaluation Type/Specialty	Name of Evaluator	Address	Phone #	Cost of Evaluation
ASSISTIVE TECH/ AUG. COMMUNICATION				
Assistive Technology Aug. Communication	BCSS – Educational Enterprises Attn: Michele Griffin	540 Farview Ave. Paramus, NJ 07652	201-343-6000 x 6541	\$1,100 - Asst Tech \$1,300 - Aug Com
Assistive Technology Assist. Tech/Aug. Communication	Adam Krass Consulting, LLC	25 Montross Ave. Rutherford, NJ 07070	201-618-2315	\$1,500 - Asst. Tech only \$3,000 - Combined Asst. Tech & Aug. Comm.
Augmentative Communication	Speech & Hearing Associates	<u>Little Falls</u> 275 Paterson Ave. Suite 104 Little Falls, NJ 07424 <u>Park Ridge</u> 74 Pascack Rd. #7 Park Ridge, NJ 07656	973-785-0696 201-775-5699	\$900
Augmentative & Alternate Communication (AAC)	Above & Beyond Learning Group (ABLG)	230 Braen Ave. Suite D Wyckoff, NJ 07481	973-423-2254	\$175/hour
BEHAVIORAL				
Behavioral	BCSS - Educational Enterprises Attn: Michele Griffin	540 Farview Ave. Paramus, NJ 07652	201-343 6000 x 6541	\$950 per eval
Behavioral	Cross County Clinical & Educational Services	P.O. Box 150 Ringwood, NJ 07456	732-821-1266	\$2,350
Behavioral	Behavior Therapy Associates 7 Doctors and 3 BCBAs available	35 Clyde Road Suite 101 Somerset, NJ 08873	732-873-1212	\$3,800-5,000 per eval

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Behavioral	Above & Beyond Learning Group (ABLG)	230 Braen Ave. Suite D Wyckoff, NJ 07481	973-423-2254	\$165-\$200/hour
Behavioral	Dr. Lori Hanes & Associates	6 Mead Place Pompton Plains, NJ 07440	973-831-5618 201-723-7296	\$175/hr
BILINGUAL (specific) (see Comp. Eval Teams below for more info.)				
Spanish - Psychological	Marlena Montgomery	22 Grieves Terrace Wayne, NJ 07470	201-532-8256	\$510
Spanish - Speech	Fiordaliza Romano Family Provision	81 Intervale Rd. Teaneck, NJ 07666	917-399-7281	\$400 preschool \$500 school aged
Spanish & Arabic - Educational	Shirley Tantawi	658 Ewing Avenue. Franklin Lakes, NJ 07417	201-248-7946	\$500 District provide eval tools and protocols
Russian - Psychological Educational Psychoeducational Batelle	Kira R. Shmuler	2 Nottingham Drive Florham Park, NJ 07932	973-769-2654	\$750 Psychological \$750 Ed \$1500 Psychoed \$750 Batelle
COMPREHENSIVE EVALUATION TEAMS (including Bilingual Evals)				
Social Psychological Educational Occupational Therapy Physical Therapy	BCSS – Educational Enterprises Attn: Michele Griffin	540 Farview Ave. Paramus, NJ 07652	201-343-6000 x 6541	\$790 All English Evals \$850 - Bilingual Social, Psychological, Ed, Speech

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Speech				
Psychological; Educational; OT; PT; Speech	Region V	220 Jefferson Avenue Cresskill, NJ 07676	201-599-0585	\$535 (includes 7% admin fee for non Region V)
				\$615 Bilingual (includes 7% admin fee for non Region V)
Social Psychological Educational Speech OT; PT	Dr. Lori Hanes & Associates	6 Mead Place Pompton Plains, NJ 07440	973-831-5618 201-723-7296	\$475 English \$550 Bilingual Spanish all evals; Speech – Spanish & Polish OT & PT not available Bilingual
Social Psychological Educational Speech	Educational Consultants of NJ	41 Edgecumbe Rd. West Milford, NJ 07480	201-320-6850	\$500 English \$550 Bilingual (Spanish, Portuguese, Haitian, French Creole)
Psychological Educational OT Speech	Supreme Consultants *Interpreters available in Chinese/Mandarin, Japanese, Arabic, Turkish	71 Union Avenue Suite 207 Rutherford, NJ 07070	201-372-9600	\$650 English \$800 Bilingual \$850 Arabic and Korean Interpreters \$52/hr (2 hr min)
Social Psychological Educational Speech	Learning Tree Multilingual Evaluation & Consulting	<u>Office</u> 18 Sheppard Place Suite G Edison, NJ 08817 <u>Mailing</u> 238 West End Ave Glen Brook, NJ 08812	908-754-8593	\$800 Spanish \$850 Other languages (Arabic, Japanese, Mandarin, Cantonese, Korean, Russian, Polish, Portuguese, Haitian, Creole, Hebrew, several Indian)
Social; Psychological, Educational; Speech	Cross County Clinical & Educational Services	P.O. Box 150 Ringwood, NJ 07456	732-821-1266	\$875 English \$980 Bilingual

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

OT & PT Battelle					\$980 OT & PT (English) \$1,310 Battelle (English) \$1,760 Battelle (Bilingual)
COMPREHENSIVE EVALUATION TEAMS (English only)					
Psychological; Educational Speech	Balaban & Associates Dr. Joseph Plasner	333B Route 46 West Suite 209 Fairfield, NJ 07004	973-575-0655	\$1,200	
Social Psychological Educational Speech; OT & PT	Region II	225 West Grand Ave. Montvale, NJ 07645	201-358-7004 ext. 24027	\$375 (Social) \$475 (All others) (plus Admin Fee for non-Region II districts)	
Educational	Rita O'Neill-Wilson	506 Belgrove Drive Kearny, NJ 07032	201-220-5840	\$425 \$65/hr	
Educational	Leslie Fishbein	39 Dimas Court Harrington Park, NJ 07640	201-803-2338	\$450 \$90/hr	
Speech/Language Dysphagia Functional Motor - OT Functional Motor - PT Neurodevelopmental	Hackensack Institute for Child Development	30 Prospect Ave. Hackensack, NJ 07601	551-996-5524 551-996-3538 551-996-5525	\$821 \$740 \$557 \$509 \$838	
NEURODEVELOPMENTAL (Developmental Pediatric)					
Neurodevelopmental	Center for Child Development Dr. Marivic Santiago	140 E. Ridgewood Ave. 4th Floor North Tower Suite 480N Paramus, NJ 07652	201-447-8151	NOT ACCEPTING NEW PATIENTS	

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Neurodevelopmental	Dr. Hugh Bases	44 Godwin Ave. Midland Park, NJ 07432	201-444-8389 201-248-0014	\$700
Neurodevelopmental	St. Joseph Regional Child Development Ctr Dr. Natalia Karpova	11 Getty Avenue Paterson, NJ 07503 (M&F) 218 Rt. 17N. Rochelle Park, NJ 07662 (Tu - Th)	973-754-2511	\$650
Neurodevelopmental	Dr. Asma Jamil Sadig	661 East Palisades Ave. Suite A4 Englewood Cliffs, NJ 07632	201-408-4777	\$800 \$850 Spanish
Neurodevelopmental	Dr. Michael Katz	140 Prospect Ave. Hackensack, NJ07601	201-525-4777	\$700
Neurodevelopmental	Above & Beyond Learning Group (ABLG)	230 Braen Ave. Suite D Wyckoff, NJ 07481	973-423-2254	\$1,700 \$2,700 (ADHD & Autism)
NEUROLOGICAL				
Neurological	Dr. Judy Woo	703 Main Street Paterson, NJ 07503 *Sees patients in Paterson, Paramus and Wayne locations	973-754-2528	\$650
Neurological	Dr. Michael Katz	140 Prospect Ave. Hackensack, NJ07601	201-525-4777	\$700
NEUROPSYCHOLOGICAL				
Psychological Ed (ie WIAT or WIIV) Psychoeducational	DC Fagan Psychological Services Dr. Debra Couturier-Fagan, Dr. Lindsay Petouvis, Dr. Jennifer Gioia	769 Susquehanna Ave. Franklin Lakes, NJ 07417	201-891-8154	\$500-750 (Psycholog.) \$1,200-1,800 (Ed) \$1,500-\$1,800 (Psychoed will test at school) \$3,500-\$4,500 (Neuropsych)
Neuropsychological				

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Neuropsychological Neuropsych (including Educational - WIATT) Educational	Morris Psychological Group	50 Cherry Hill Rd. # 305 Parsippany, NJ 07054	973-257-9000	\$4,000 (Neuro only) \$5,500 (Neuro + Ed) \$1,500 (Educational)
Neuropsychological	N. Jersey Developmental Ctr Dr. Lori Catania Dr. Elizabeth Kera	909 Belmont Avenue North Haledon, NJ 07458	973-427-4999 (primary) 973-427-4998	\$5,200
Neuropsychological	Neurocognitive Associates Dr. Michael Steinhardt	136 Summit Avenue Suite 205 Montvale, NJ 07645	201-696-3838	\$4,800
Neuropsychological Psychoeducational	Behavior Therapy Associates	35 Clyde Rd, Suite 101 Somerset, NJ 08873	732-873-1212	Neuropsych \$5,500 Psychoed \$4,900
Neuropsychological	Elements Psychological Services Dr. Jessica McCarthy/Dr. Jessica Poggioli	210 Summit Ave. Suite C-2A Montvale, NJ 07645	201-383-5056	\$4,500-6,000
OT/PT				
Occupational Therapy Physical Therapy Speech	Rickard Rehabilitation Services	168 Franklin Tpk Suite 100 Waldwick, NJ 07463	201-670-0864	\$475 (OT & PT) \$700 (Speech/language) \$450 (Articulation only)
<i>*See other OT/PT evaluators under Comprehensive Eval Teams</i>				
PSYCHIATRIC				
Psychiatric (school clearance) *Discounted rates for those with an SAP Contract	West Bergen Mental Health	120 Chestnut Street Ridgewood, NJ 07450; 1 Cherry Lane, Ramsey, NJ 07446; 860 Wyckoff Ave, Mahwah, NJ 07430	201-485-7172	\$230 by Social Worker \$400 by an LPN

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Psychiatric	Dr. Sameh Ragheb, LLC	345 Route 17 Upper Saddle River, NJ 07458	201-312-8665	\$750 \$900 Eval for Autism
Psychiatric	Dr. Esther Fridman	826 Winthrop Rd. Teaneck, NJ 07666	201-836-6642	\$700
Psychiatric	Dr. Leslie Nagy	1029 Teaneck Rd. Teaneck, NJ 07627	201-833-2025	\$800
Psychiatric	Dr. Michael Lienhard	155 North Dean St. Suite 3E Englewood, NJ 07631	201-885-5537	\$400 (School Clearance) \$850 Eval
Psychiatric	Dr. Richard Hahn	P.O. Box 925 Harriman, NY 10926	845-988-9300 914-213-5954	\$950
Psychiatric	Med Psych Associates Krishan Chirimuni, MD George Eskandar, PA-C	545 Island Rd. #2B Ramsey, NJ 07446	973-602-7889	\$1,250-\$2,250 (MD) \$975-\$1,795 (PA-C)
Psychiatric	Dr. Mercedes Paine	1 University Plaza Suite 618 Hackensack, NJ 07601	201-487-4298	\$1,250
Psychiatric	Dr. Lisa Kotler	NYU Child Study Center 411 Hackensack Avenue 7 th Floor Hackensack, NJ 07601-6328	201-465-8111	\$1,600
Psychiatric	Dr. Veronica Rojas	93 Franklin Turnpike Waldwick, NJ 07463	917-576-0561	\$1,800
Psychiatric	Dr. Jonathan Slater	1 Bridge Street # 24 Irvington, NY 10533	914-591-4040	\$3,000
SPEECH & HEARING				

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

Audiological Central Auditory Process; Speech-Language; Language Processing; Hearing Aid	Speech & Hearing Associates	<u>Little Falls</u> 275 Paterson Ave. Suite 104 Little Falls, NJ 07424 <u>Park Ridge</u> 74 Pascack Rd. #7 Park Ridge, NJ 07656	973-785-0696 201-775-5699	\$350 (Audio) \$700 (CAP) \$650 (Speech/Lang) \$850(Bilingual Sp/Lang) \$950 (Lang. Process.) \$450 (Hearing Aid)
Central Auditory Process	Valley Kireker Ctr for Child Development	140 E. Ridgewood Ave. 4 th Floor North Tower Paramus, NJ 07652	201-612-1006	\$1,829 (CAP includes Audiological)
Audiological Central Auditory Process	Hackensack Medical Center Pediatric Audiology	WFAN Building – 1 st Floor 30 Prospect Ave. Hackensack, NJ 07601	551-996-5337	\$756 (Audiological) \$1,095 (CAP)
Audiological Central Auditory Process	Hackensack Audiology	11 Getty Ave. Paterson, NJ 07503	973-754-2945	\$650
Audiological Central Auditory Process	BCSS - Sound Solutions Attn: Lisa Stewart	540 Farview Avenue Paramus, NJ 07652	201-343-6000 ext. 6511	\$500-\$1,000 (Aud) \$500 - \$2,000 (CAP) \$188/hr for aud. svcs \$165/hr - TOD
Speech-Language	Above & Beyond Learning Group (ABLG)	230 Braen Ave. Suite D Wyckoff, NJ 07481	973-423-2254	\$475
<i>*See other speech evaluators under Comp Eval Teams</i>				
VISION				
Teacher of the Visually Impaired	Patricia Thrapp	P.O. Box 868 Dingmans Ferry, PA 18328	973-714-3990	\$180/hour
Teacher of the Visually Impaired	Lisa Coniglio	16 South Maple Avenue Park Ridge, NJ 07656	201-755-7967	\$250/hour

REGION I LIST OF INDEPENDENT EVALUATORS 2024-25

VOCATIONAL/TRANSITION				
Functional Transition Situational Transition Comprehensive(incl. OT&PT)	BCSS – Educational Enterprises Attn: Michele Griffin	540 Farview Ave. Paramus, NJ 07652	201-343-6000 x 6541	Functional \$850 per eval Situational \$80-\$140/hr Comprehen. \$975 per eval

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Bylaws
0141/Page 1 of 1
BOARD MEMBER NUMBER AND TERM

0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of seven members.

The term of a Board member shall be three years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be.

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 19 May 2008

Revised: 16 June 2014

Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Program
2200/Page 1 of 1
CURRICULUM CONTENT (M)

2200 CURRICULUM CONTENT (M)

M

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the students of this district. The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – Adoption of Courses.

For the purpose of this Policy “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, N.J.A.C. 6A – Education, and the New Jersey Student Learning Standards.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The curriculum shall be consistent with the educational goals and objectives of this district and the New Jersey Student Learning Standards and be responsive to identified student needs. The Superintendent shall, in consultation with staff members, assure the effective articulation of curriculum across all grade levels and among the school districts sending to the Northern Highlands School District.

N.J.S.A. 18A:35-1 et seq.
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.
New Jersey Student Learning Standards

Adopted: 19 May 2008

Revised: 20 June 2016

Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Teaching Staff Members
3160/Page 1 of 2
PHYSICAL EXAMINATION (M)

3160 PHYSICAL EXAMINATION (M)

M

The Board of Education shall require any candidate for employment who has received a conditional offer of employment to undergo a physical examination pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening. Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of CDS, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

Teaching staff member physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.



The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Health records of candidates for employment and current teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall be kept confidential. Only the teaching staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual teaching staff member. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require physical or psychiatric examinations of a teaching staff member whenever, in the Board's judgment, a teaching staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 – Examination for Cause or disability in accordance with Policies 3425 – Work Related Disability Pay and 3435 – Anticipated Disability.

42 USC 12101

N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 19 May 2008

Revised: 19 June 2017

Revised: 29 January 2018

Revised:



R3160 PHYSICAL EXAMINATION (M)

M

A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3160/Page 2 of 5
PHYSICAL EXAMINATION (M)

- (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
 - (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;
- C. Medical Requirements Upon Employment
 - 1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
 - 2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).
- D. Health Records
 - 1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).



2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
- E. Teaching Staff Member Physical Examinations and Medical Updates
1. Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
- H. Testing for Usage of Controlled Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment
1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of CDS as defined in N.J.S.A. 2C:35-2.
 - a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
 - b. The laboratory will conduct the test in accordance with industry standard practices for testing for CDS.
 - c. A Medical Review Officer, who shall be a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive tests for CDS to the candidate and to the Superintendent.
 - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of CDS and the illegal use of prescription drugs) are not protected by the ADA.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3160/Page 4 of 5
PHYSICAL EXAMINATION (M)

- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning current CDS or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
 - (1) It must be job-related and cannot be met with reasonable accommodation;
 - (2) It must be consistent with the demonstrated necessity of conducting business; and
 - (3) It must be related to legitimate job criteria.
 - f. The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of a CDS as confirmed by the Medical Review Officer. This action shall be taken even if the candidate claims they recently stopped the illegal use of a CDS.
- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
 - 3. Testing for CDS will be required for all candidates for employment who receive a conditional offer of employment
- I. Review of Examinations and Assessments
 - 1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.
- J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment
 - 1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

TEACHING STAFF MEMBERS
R 3160/Page 5 of 5
PHYSICAL EXAMINATION (M)

- a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
- b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
- c. If it is determined upon completing the examinations, tests, or assessments the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 13 December 2010
Revised: 19 June 2017
Revised:



DRAFT

Support Staff
4160/Page 1 of 2
PHYSICAL EXAMINATION (M)

4160 PHYSICAL EXAMINATION (M)

M

The Board of Education shall require any candidate for employment who has received a conditional offer of employment to undergo a physical examination pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Candidates for employment who have received a conditional offer of employment will be required to be tested for the usage of controlled dangerous substances (CDS) as they are defined in N.J.S.A. 2C:35-2. This testing will be completed in accordance with New Jersey Department of Health and Department of Education guidelines. Testing for the usage of CDS, if required by the Board, will be required for all candidates for employment who have received a conditional offer of employment.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.



Support staff member physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Health records of candidates for employment and current support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). The information contained in medical records shall be kept confidential. Only the support staff member, the Superintendent, and the school medical inspector shall have access to medical information regarding an individual support staff member.

Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual support staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require physical or psychiatric examinations of a support staff member whenever, in the Board's judgment, a support staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 – Examination for Cause or disability in accordance with Policies 4425 – Work Related Disability Pay and 4435 – Anticipated Disability.

42 USC 12101

N.J.S.A. 18A:16-2; 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 19 May 2008

Revised: 19 June 2017

Revised: 29 January 2018

Revised:



DRAFT

SUPPORT STAFF
R 4160/Page 1 of 5
PHYSICAL EXAMINATION (M)

R4160 PHYSICAL EXAMINATION (M)

M

A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.
5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.
 - a. A health history shall include, but is not limited to, the candidate's:
 - (1) Past serious illnesses and injuries;



- (2) Current health problems;
 - (3) Allergies; and
 - (4) A record of immunizations.
- b. A health screening shall include, but is not limited to:
- (1) Height;
 - (2) Weight;
 - (3) Pulse and respiratory rate;
 - (4) Hearing screening;
 - (5) Blood pressure;
 - (6) Vision screening;

C. Medical Requirements Upon Employment

- 1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
- 2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

D. Health Records

- 1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

SUPPORT STAFF
R 4160/Page 3 of 5
PHYSICAL EXAMINATION (M)

2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).
- E. Support Staff Member Physical Examinations and Medical Updates
1. Support staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.
- H. Testing for Usage of Controlled Dangerous Substances (CDS) for Candidates Who Have Received a Conditional Offer of Employment
1. Candidates for employment who have received a conditional offer of employment will be required to complete testing, conducted at the Board's expense, for the usage of CDS as defined in N.J.S.A. 2C:35-2.
 - a. Candidates will be allowed privacy during specimen collection. Control and accountability of specimens will be maintained with a chain of custody in accordance with accepted practices and as recommended by the approved laboratory. A laboratory approved by the New Jersey Department of Health will be selected by the Board for such testing.
 - b. The laboratory will conduct the test in accordance with industry standard practices for testing for CDS.
 - c. A Medical Review Officer, who shall be a licensed physician, will review the final results of all positive tests to determine if there is a medical explanation for the results. The Medical Review Officer will review the candidate's medical history and may conduct a medical interview with the candidate to determine any relevant factors contributing to the results of the test. The Medical Review Officer will communicate the results of an investigation regarding positive tests for CDS to the candidate and to the Superintendent.
 - d. The ADA prohibits employment discrimination against qualified individuals with disabilities. Persons who use drugs illegally (the use of CDS and the illegal use of prescription drugs) are not protected by the ADA.



- e. After a conditional offer of employment, the school district administration and/or the Medical Review Officer may ask the candidate questions concerning current CDS or alcohol use; however, information obtained may not be used to exclude an individual with a disability, based on the disability, unless it can be shown that the reason for exclusion meets the following three tests:
 - (1) It must be job-related and cannot be met with reasonable accommodation;
 - (2) It must be consistent with the demonstrated necessity of conducting business; and
 - (3) It must be related to legitimate job criteria.
 - f. The school district shall refuse to hire a candidate based upon a test result that indicates the illegal use of a CDS as confirmed by the Medical Review Officer. This action shall be taken even if the candidate claims they recently stopped the illegal use of a CDS.
- 2. The Superintendent will confer with the Medical Review Officer regarding all positive tests to prevent any ADA violation.
 - 3. Testing for CDS will be required for all candidates for employment who receive a conditional offer of employment
- I. Review of Examinations and Assessments
 - 1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.
 - J. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

SUPPORT STAFF
R 4160/Page 5 of 5
PHYSICAL EXAMINATION (M)

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
 - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
 - b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
 - c. If it is determined upon completing the examinations, tests, or assessments the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: 13 December 2010

Revised: 19 June 2017

Revised:



DRAFT

Students
5111/Page 1 of 5

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

M

The Board of Education shall admit to its schools, free of charge, persons over five and under twenty years of age, pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3

The Board shall admit students eligible to attend school free of charge that are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 and Regulation 5111 – Section B.

The Board shall also admit any student that is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were their own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.

Pursuant to N.J.S.A. 18A:38-1.c., any person who fraudulently allows a child of another person to use their residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of their child to a person in another district commits a disorderly persons offense.

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1.d. if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4. and Regulation 5111 – Section B.

A student is eligible to attend this school district free of charge in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) and Regulation 5111 – Section C.

Except as set forth in N.J.A.C. 6A:22-3.3(b)1., immigration/visa status shall not affect eligibility to attend school. Any student who is domiciled in the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

enrolled without regard to, or inquiry concerning, immigration status. A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – Section D.

Proof of Eligibility – N.J.A.C. 6A:22-3.4

The Board of Education shall accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.A.C. 6A:22-3.4 and Regulation 5111 – Section E.

In the case of a dispute between the school district and the parent of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3.

Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and procedures for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 and Regulation 5111 – Section F.

Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section F.

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education in accordance with N.J.A.C. 6A:22-4.1(c)2. and Regulation 5111 – Section F.

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111 – Section F.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Enrollment or attendance at the school shall not be conditioned or denied pursuant to N.J.A.C. 6A:22-4.1(e) through (i) and Regulation 5111 – Section F.

Notices of Ineligibility – N.J.A.C. 6A:22-4.2

When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22 or the student's initial application is found to be deficient upon subsequent review or investigation, the school district immediately shall provide to the applicant notice that is consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section G.

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

Nothing in N.J.A.C. 6A:22-4, this Policy, and Regulation 5111 shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.

When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for the student's removal in accordance with the provisions of N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.

Appeal to the Commissioner – N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I.

Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed by the parent, guardian, adult student, or district resident keeping an affidavit student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 and Regulation 5111 – Section J.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

If an appeal to the Commissioner is filed by the parent, guardian, adult student, or district resident keeping an affidavit student and the petitioner does not sustain the burden of demonstrating the student's right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition in accordance with the provisions of N.J.A.C. 6A:22-6.2(a) and Regulation 5111 – Section J. Upon the Commissioner's finding that an appeal has been abandoned, the Board may remove the student from school and seek tuition in accordance with N.J.A.C. 6A:22-6.2(a)1. and Regulation 5111 – Section J.

Nonresident Students – N.J.S.A. 18A:38-3.a.

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, discipline, attendance, and payment of tuition.

Children Who Anticipate Moving into the District

A nonresident student otherwise eligible for attendance whose parent or guardian anticipate school district residency and has entered into a contract to buy, build, or rent a residence in this school district may be enrolled provided they sign the Upper Saddle River Board of Education Non-Resident Tuition Agreement form and submit it to the District with a check for 25% of the total cost of tuition. If any such student becomes a resident within four weeks of enrollment, 100% of the tuition paid will be refunded. If any such student does not become a resident of the school district within four weeks after admission to school, tuition will continue to be charged for attendance as per the terms of Section 3 of the Non-Resident Tuition Agreement until such time as the student becomes a resident or withdraws from school.

Other Nonresident Students

Upon recommendation of the Superintendent, other nonresident students, otherwise eligible for attendance, may be admitted to this school district with payment of tuition and Board approval. Approval is not guaranteed. If the student (s) is/are deemed to need special services, the family will be billed separately for these additional costs.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

N.J.S.A. 18A:38-1; 18A:38-1.1; 18A:38-1.3; 18A:38-3;
18A:38-3.1; 18A:7B-12

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.
8 CFR 214.3

Adopted: 16 June 2008

Revised: 18 October 2010

Revised: 17 October 2011

Revised: 20 June 2016

Revised: 19 June 2017

Revised: 11 December 2017

Revised: 29 April 2019

Revised: 7 December 2020

Revised: 15 March 2021

Revised: 15 November 2021

Revised: 18 December 2023

Revised:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

STUDENTS
R 5200/Page 1 of 15
ATTENDANCE (M)

R 5200 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 of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards, 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 issued by the Commissioner in accordance with 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 N.J.A.C. 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 in accordance with N.J.A.C. 6A:32-2.1. 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.

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:
 - (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;
 - (6) Closure of a busing school district that prevents a student from having transportation to the receiving school; and
 - (7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.
 - (a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such



as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

- (b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.

- 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 purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

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

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

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

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



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 5 of 15
ATTENDANCE (M)

- (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 – Attendance and this Regulation.
 2. N.J.A.C. 6A:16-7.6(a)3 requires the Board 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.
 - 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



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 6 of 15
ATTENDANCE (M)

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



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 7 of 15
ATTENDANCE (M)

- Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;
 - Attendance at a civic event(s), pursuant to N.J.S.A. 18A:36-33.2;
 - Closure of a busing school district that prevents a student from having transportation to the receiving school;
 - An absence considered excused by the Commissioner and/or a NJDOE 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 – Tardiness.

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. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
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

1. A student returning from an absence of five consecutive school days may be required to provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A 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. 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.
3. In general, students will be allowed a reasonable amount of time as determined by the teacher to make up the work missed.
4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test.
5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.



F. 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, 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.

Exceptions to this rule may be made for students who have demonstrated to the teacher through completion of make-up assignments that they have mastered the proficiencies established for the course of study or at the Principals discretion.

3. An elementary student may be retained at grade level, in accordance with Policy 5410 – Promotion and Retention, 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.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 10 of 15
ATTENDANCE (M)

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 parents 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 parents;
 - 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;
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 parents 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 parents;
 - 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.
- 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:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 12 of 15
ATTENDANCE (M)

- 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'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 USC §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 USC §794 and 705(20); and individualized healthcare plan and 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'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.



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5200/Page 13 of 15
ATTENDANCE (M)

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 – Attendance 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

1. Students may be subject to appropriate discipline for their school attendance record.
2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.
3. A parent of a student or an adult 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. A written appeal shall be filed with 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 written appeal.
- c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.
- d. In response to a 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 appeal. The student's parent, the student, and teacher(s) may attend the meeting.
- e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.
- f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board, and the Commissioner 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.

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 NJDOE. The school district will comply with all attendance requirements and any improvement plans as required by the NJDOE.

Adopted: 13 December 2010



REGULATION

UPPER SADDLE RIVER
BOARD OF EDUCATION

STUDENTS
R 5200/Page 15 of 15
ATTENDANCE (M)

Revised: 20 October 2014
Revised: 18 May 2015
Revised: 7 December 2020
Revised: 1 May 2023
Revised:



DRAFT

Students
5337/Page 1 of 4
SERVICE ANIMALS

5337 SERVICE ANIMALS

In compliance with Title II of the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008, it is the Policy of the Board of Education to permit use of a service animal by an individual with a disability in all areas of the district where the public is normally permitted: in district buildings; on district property; and on vehicles owned, leased, or controlled by the district in accordance with 28 CFR §35.136.

A. Definitions

1. "Act" means the Americans with Disabilities Act (ADA) as amended by the ADA Amendments Act of 2008.
2. "Designated administrator" means Principal or person designated by the Principal to coordinate these activities.
3. "District" means this school district.
4. "Handler" means the animal's owner who is an individual with a disability or a person, such as a trainer, assisting the owner with control of the service animal.
5. "Service animal" means a dog individually trained to do work or perform a specific job or task for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability in accordance with 28 CFR §36.104.
 - a. Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.
 - b. The work or tasks performed by a service animal must be directly related to the individual's disability (e.g. navigation, alerting physical support and assistance, preventing or interrupting impulsive or destructive behaviors).
 - c. Work or tasks for the purposes of this definition do not include the provision of emotional support, well-being, comfort, therapy, companionship, or crime deterrence.

B. General Rules



1. The district shall permit the use of a service animal by an individual with a disability unless:
 - a. The animal is out of control and the animal's handler does not take effective action to control it;
 - b. The animal is not housebroken.
2. A student with a disability, including autism, shall be permitted access for a service animal in school buildings, including the classroom, on school buses, and on school grounds.
3. The service animal shall be under the handler's control at all times by use of a leash, tether, voice control, signal, or other suitable means in accordance with N.J.S.A. 18A:46-13.3 and 28 CFR §35.136(d).
4. If an animal is properly excluded, the district shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises in accordance with 28 CFR §35.136(b).
5. If there are places in the district where it is determined to be unsafe for the handler and service animal, reasonable accommodations will be provided to assure the individual with a disability has equal access to the activity.
6. A school official may inquire as to whether the service animal is required due to a disability and what task or work the service animal has been trained to perform, unless the student's disability and the work or task that the service animal will perform are readily apparent in accordance with N.J.S.A. 18A:46-13.3.
7. The district may not require documentation, including proof that the animal has been certified, trained, or licensed as a service animal; nor that the dog demonstrates its ability to perform the work or task in accordance with 28 CFR §35.136(f).
8. Individuals with a disability who have service animals are not exempt from local animal control or public health requirements.
9. A school official may require:



- a. Certification from a veterinarian that the service animal is properly vaccinated and does not have a contagious disease that may harm students or staff; and
- b. Documentation that any license required by the municipality in which the student resides has been obtained for the service animal.

C. Delegation of Responsibility

- 1. The school shall not be responsible or liable for the care or supervision of the service animal.
 - a. The district is not responsible to pay for or provide the handler to aid the individual with a disability in the control of the service animal.
 - b. The school shall provide reasonable accommodations to allow the handler to provide for the care and feeding of the service animal while on school grounds or at a school function.
- 2. If the district normally charges individuals for damage they cause, an individual with a disability may be charged for damage caused by their service animal in accordance with 28 CFR §35.136(h).
- 3. The district will designate relief areas for the service animal which will be included in mobility training and orientation of students and animals new to the school.

D. Notification and Responsibilities

- 1. In the event a service animal will be introduced as part of the school community, the designated administrator will develop a comprehensive implementation plan prior to introduction of the service animal into the school to include:
 - a. Notification to parents of students who may be in contact with the service animal;
 - b. Appropriate accommodations:
 - (1) For students who are allergic to the service animal; and/or



- (2) For students who have fears regarding the service animal.
- c. Appropriate etiquette regarding service animals to include:
 - (1) Never pet a service animal while it is working;
 - (2) Never feed a working service animal;
 - (3) Do not deliberately startle, tease, or taunt a service animal;
and
 - (4) Do not hesitate to ask the handler if they would like
assistance regarding directions for navigating the facility.
- 2. The use of a service animal introduced as part of the school community will require inclusion into the student's Individualized Education Plan (IEP) or the student's Section 504 Accommodation Plan.
- 3. The district may request, but cannot require, the owner of a service animal introduced as part of the school community and, as included in the student's IEP or Section 504 Accommodation Plan, maintain liability insurance for the service animal. The School Business Administrator/Board Secretary will ensure the school district has appropriate insurance in the event a service animal is introduced as part of the school community.

N.J.S.A. 18A:46-13.3
28 CFR §35.136
28 CFR §36.104

Adopted: 11 January 2016
Revised: 29 April 2019
Revised: 15 April 2024
Revised:



DRAFT

Students
5350/Page 1 of 3
STUDENT SUICIDE PREVENTION (M)

5350 STUDENT SUICIDE PREVENTION (M)

M

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. Students under severe stress cannot benefit fully from the educational program and may pose a threat to themselves or others.

The Board directs all school district staff members to be alert to a student who exhibits warning signs of self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent(s) objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9C-3 et seq.,



every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.

Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.



STUDENT SUICIDE PREVENTION (M)

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24

N.J.A.C. 6A:9C-3 et seq.; 6A:14-1.1

Adopted: 16 June 2008

Revised: 20 June 2011

Revised: 24 October 2016

Revised: 19 November 2018

Revised: 13 January 2020

Revised:



DRAFT

Operations
8420/Page 1 of 5
EMERGENCY AND CRISIS SITUATIONS (M)

8420 EMERGENCY AND CRISIS SITUATIONS (M)

M

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district shall develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).

Pursuant to N.J.S.A. 18A:41-6, "school security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

Pursuant to N.J.S.A. 18A:41-15, in developing its districtwide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the districtwide school safety and security plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.



EMERGENCY AND CRISIS SITUATIONS (M)

A copy of the school safety and security plan shall be disseminated to all employees pursuant to N.J.A.C. 6A:16-5.1(c). New employees shall receive a copy of the school safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be notified in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs, individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.



EMERGENCY AND CRISIS SITUATIONS (M)

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs. Employees of the district, whether occupying buildings of one or more stories, shall keep all exterior doors and exits locked at all times except when necessary to comply with the requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill. All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual school security emergency that occurs at a school during the month that includes activities which are the equivalent of a drill shall be considered a school security drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. In accordance with N.J.S.A. 18A:41-7a., notwithstanding any other provision of law to the contrary, the district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;



EMERGENCY AND CRISIS SITUATIONS (M)

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

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

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7a.c.

The district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.d.

The district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner, pursuant to N.J.S.A. 18A:41-7a.e.



EMERGENCY AND CRISIS SITUATIONS (M)

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The district will be required to annually submit a security drill statement of assurance attesting to the completion of monthly school security drills to the New Jersey Department of Education/County Office of Education by June 30 of each school year, in accordance with N.J.A.C. 6A:30 App.A. Each school in the district will be required to complete and retain a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;
18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; 6A:30 App.A.

Adopted: 16 June 2008

Revised: 18 October 2010

Revised: 28 March 2011

Revised: 8 February 2021

Revised: 15 November 2021

Revised: 12 September 2022

Revised:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

OPERATIONS
R 8467/Page 1 of 3
FIREARMS AND WEAPONS (M)

R 8467 FIREARMS AND WEAPONS (M)

M

A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.
 - a. Either the Principal or designee or the responsible staff member shall notify law enforcement, place his/her building into a shelter in



place, and notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.

- b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.
- c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

- 1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:
 - a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and
 - b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.
- 2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).
 - a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.
 - b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

OPERATIONS
R 8467/Page 3 of 3
FIREARMS AND WEAPONS (M)

reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.

- c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.
3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:
 - a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;
 - b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and
 - c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.
4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

Issued: 13 December 2010

Adopted:



DRAFT

Operations
8467/Page 1 of 3
FIREARMS AND WEAPONS (M)

8467 FIREARMS AND WEAPONS

M

The Board of Education prohibits the possession, use, or exchange of any firearm or weapon in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a firearm or weapon is authorized by law and required in the performance of the possessor's duty.

For the purpose of this Policy, "weapon" means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f). For the purpose of this Policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify law enforcement, and place his/her building into a shelter in place, and notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

The Principal or designee shall conduct an appropriate search in accordance with Policy 5770 – Student Right of Privacy and, if appropriate and feasible, confiscate any firearm or weapon discovered in the course of the search. The Principal or designee may summon the aid of law enforcement officials in the conduct of the search. Any school employee who confirms the presence of a firearm or weapon under circumstances that place persons at serious risk may confiscate the firearm or weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the firearm or weapon has been taken into custody by a law enforcement official, the Principal or designee shall immediately secure the confiscated firearm or weapon in a secure and locked location and report the presence of the firearm or weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), the Superintendent shall promptly



notify local law enforcement that a firearm or weapon is present on school premises and request removal of the firearm or weapon by an authorized law enforcement official. The Superintendent shall obtain and file a receipt for any firearm or weapon removed by a law enforcement official.

Any student who possesses, uses, or exchanges a firearm or weapon in violation of this Policy shall be subject to stringent discipline. Any student or school employee who suspects or knows of the presence of a firearm or weapon in violation of this Policy and fails to report the same shall be subject to discipline. Pursuant to N.J.A.C. 6A:16-6.3(b), any person who possesses a firearm or weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.

The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

Students with disabilities violating the provisions of this Policy shall be addressed in accordance with the provisions of N.J.A.C. 6A:14-2.8.

Nothing in this Policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of Federal or State law to crimes committed by a child with disabilities.

The procedures for removal from and return to the general education program of a student for firearms offenses and assaults with weapons offenses shall be in accordance with Policy



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Operations
8467/Page 3 of 3
FIREARMS AND WEAPONS (M)

and Regulation 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

The Superintendent or designee shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 USC 921

20 USC 1415

Adopted: 16 June 2008

Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Community
9181/Page 1 of 3

VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes the services of volunteer athletic coaches and co-curricular activity advisors/assistants bring unique skills to the district, enrich the athletic and co-curricular program, assist district coaching and co-curricular staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board authorizes a program for the utilization of volunteer athletic coaches and co-curricular activity advisors/assistants in the district.

For the purposes of this Policy, “volunteer athletic coach and co-curricular activity advisor/assistant” is a person who is not paid by the Board, assisting under the direct supervision of an appropriately certified or licensed school district employee, and provides assistance for the school activity.

The Superintendent of Schools or designee will be responsible for the recruitment and screening of volunteer athletic coaches and co-curricular activity advisors/assistants and their assignment. The district is not obligated to utilize the proffered services of a volunteer as determined by the Superintendent.

These volunteers must be recommended by the Superintendent and approved by the Board prior to assuming any responsibilities.

The Superintendent or designee will prepare and promulgate rules of conduct for volunteer athletic coaches and volunteer co-curricular activity advisors/assistants. Each volunteer athletic coach and co-curricular activity advisor/assistant will be given a copy of this Policy.

The following guidelines shall govern the service of a volunteer athletic coach and volunteer co-curricular activity advisor/assistant:

1. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may serve only under the direction and direct supervision of an appropriately certified or licensed head and/or assistant coach or activity advisor or assistant employed by the Board;
2. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must clearly understand their duties and responsibilities and perform no services outside those duties;



VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY
ADVISORS/ASSISTANTS

3. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants serve only in a support capacity and only head or assistant coaches or activity advisors or assistants employed by the Board are responsible for the supervision and instruction provided to students participating in athletic programs or co-curricular activities;
4. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall respect the individuality, dignity, and worth of each student;
5. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants are not permitted access to student records;
6. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants must not disclose any confidential student matters the volunteer athletic coach or volunteer activity advisor/assistant becomes aware of as a result of their volunteer responsibilities;
7. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall consult with the Superintendent or designee regarding any matters or questions regarding their duties and responsibilities;
8. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants shall receive no financial remuneration from the Board; and
9. Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board meeting following relief of duties.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Community
9181/Page 3 of 3

VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

N.J.S.A. 18A:6-7.1; 18A:6-7.2

Adopted: 19 December 2011
Revised:

