

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR PUBLIC MEETING
Monday, June 13, 2022, 8:00 p.m.**

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.

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

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| I. | Call to order and roll call | Mrs. Johnston |
| II. | Flag salute and Pledge of Allegiance | Mrs. Johnston |
| III. | Opening statement by presiding officer | Mrs. Johnston |
| IV. | REPORTS | |
| A. | Superintendent's Report | Dr. Siegel |
| B. | Board Secretary's Report | Mrs. Imbasciani |
| C. | Board President's Report | Mrs. Johnston |
| D. | Committee Reports | Chairpersons |
| E. | PTO Report | Mrs. DeFrino/Mrs. McGovern |
| F. | USREF Report | Mrs. Mueller |
| V. | PRESENTATION | |
| 1. | Recognition for Karen Mueller | Dr. Siegel/Dr. Verducci |
| 2. | Student Government | Dr. Siegel/Mr. McCusker/Mrs. D'Ambola/Mrs. Zeccardi |
| 3. | District and School HIB Grades/Report Period 1 Data | Mr. DeSocio |
| VI. | PUBLIC COMMENT (limited to comments on agenda items only) | |
| VII. | ADMINISTRATION | |

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

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|----|---|
| A. | Authorize Dr. Brad Siegel to make personnel decisions on new hires and offer contracts in consultation with the Board President during the summer for the 2022/23 school year and to be affirmed at the September 12, 2022 Board Meeting. |
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- B. Authorize the Board President to approve the preliminary draft of the June meeting minutes.
- C. Authorize the Board President to approve the preliminary report for any H.I.B. investigations that take place during the summer.
- D. Authorize the Board of Education to suspend the rules of Bylaw 0131 and adopt the following policy:
- Policy 5512 Harassment, Intimidation and Bullying (M) Revised
- E. First reading of the following Policies and Regulations:
- Policy 1648.14 Safety Plan for Healthcare Settings in School Buildings – COVID-19 (M) (Abolished)
 Policy 1648.15 Recordkeeping for Healthcare Settings in School Buildings – COVID-19 (M) (New)
 Policy 2415.04 Title I District – Wide Parent and Family Engagement (M) (Revised)
 Policy 2415.50 Title I School Parent and Family Engagement (M) (New)
 Policy 2417 Student Intervention and Referral Services (M) (Revised)
 Policy 3161 Examination for Cause (Revised)
 Policy 3230 Outside Activities (Revised)
 Policy 3232 Tutoring Services (Revised)
 Policy 4161 Examination for Cause (Revised)
 Policy 7410 Maintenance and Repair (M) (Revised)
 Policy 8420 Emergency and Crisis Situations (M) (Revised)
 Policy 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
 Regulation 7410.01 Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
 Regulation 9320 Cooperation with Law Enforcement Agencies (M) (Revised)
- F. Approve the submission of the revised LEA Plan for Safe Return to In-Person Instruction and Continuity of Services Pursuant to the Federal American Rescue Plan Act, Section 2001 (i) for the 2022/23 school year.
- G. Approve the Security Drill Statement of Assurance certifying that, pursuant to 18A:41-1, all requirements have been met relating to the practicing of school security drills, for the 2021/22 school year.
- H. Approve the submission of the Comprehensive Equity Plan Annual Statement of Assurance for the 2022/23 school year after the annual review of the approved 2019-2022 Comprehensive Equity Plan (CEP).
- I. Approve the 2022/23 District Mentor Plan after review for fiscal impact.
- J. Approve the 2022/23 Quad District Professional Development Plan after review for fiscal impact.
- K. Approve the Intervention and Referral Services Plan for the 2022/23 school year.
- L. Approve the Tools of the Mind Preschool Curriculum for the 2022/23 school year.
- M. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education approves Grades K – 8 Curriculum in the below disciplines to reflect the adoption and unit alignment of the 2020 New Jersey Student Learning Standards:

This includes:

- Career Readiness, Life Literacies and Key Skills
- Comprehensive Health and Physical Education

- Computer Science and Design Thinking
- Science
- Social Studies
- Visual and Performing Arts
- World Languages

Redoption of the 2016 NJ Student Learning Standards

- Mathematics
- English/Language Arts

Infusion of legislatively mandated topics embedded in curriculum documents.

- Holocaust and Genocide (K-12)
- Amistad (K-12)
- Contributions of LGBTQ+ and Individuals with Disabilities (middle grades and high school)
- Contributions of Asian Americans and Pacific Islanders (AAPI) in Social Studies curriculum (K-12)
- Diversity, Equity and Inclusion (K-12)

N. **BE IT RESOLVED** that the Board affirms the Superintendent's decision that investigation #***050622001 is an incident as defined under HIB Policy #5512. The Superintendent shall notify the parents and/or guardians of the Board's decision in writing in accordance with Board Policy and N.J.S.A. 18A:37-15(e).

O. Approve the Settlement Agreement and Release between the Upper Saddle River Board of Education and Employee #1422. A copy of the agreement is on file in the Board Office.

P. Approve the Settlement Agreement and Release between the Upper Saddle River Board of Education and Employee #0035. A copy of the agreement is on file in the Board Office.

Q. Approve the following Resolution:

**APPROVE SHARED SERVICES AGREEMENT AMONG UPPER SADDLE RIVER
BOARD OF EDUCATION, ALLENDALE BOARD OF EDUCATION, NORTHERN HIGHLANDS
BOARD OF EDUCATION AND HO-HO-KUS BOARD OF EDUCATION**

BE IT RESOLVED that upon the recommendation of the Superintendent of Schools, the Upper Saddle River Board of Education hereby approves the Shared Service Agreement Quad Office of Curriculum, Instruction and Assessment with the Allendale Board of Education, the Northern Highlands Regional High School Board of Education, and the Ho-Ho-Kus Board of Education for the purpose of establishing a shared office of Curriculum, Instruction and Assessment that would provide support to the districts and create a shared vision for Curriculum, Instruction and Assessment for students from pre-kindergarten through grade twelve upon the terms and conditions set forth in the Shared Services Agreement beginning July 1, 2022.

VIII. **PERSONNEL**

Dr. Siegel

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. Job Descriptions

1. ACE Assistant Director, effective July 1, 2022.
2. Revised ACE Site Coordinator, effective July 1, 2022.
3. Revised Assistant Principal, effective July 1, 2022.

4. Revised Supervisor of Personnel and Staff Development, effective July 1, 2022.

B. Create/Abolish

1. Abolish one .40 FTE Registered Nurse position, effective September 1, 2022.
2. Abolish one .60 FTE Registered Nurse position, effective September 1, 2022.
3. Create one 1.0 FTE Registered Nurse position, effective September 1, 2022.

C. Resignations

1. Accept the resignation of Melissa Brause, Language Arts/Social Studies Teacher at Cavallini School, effective July 1, 2022.
2. Accept the resignation for the purpose of retirement of Diane Forzono, Lunch Aide at Reynolds, effective July 1, 2022.
3. Accept the resignation of Danielle Larsen, Basic Skills Instructor at Bogert, effective July 1, 2022.
4. Accept the resignation of Susan Levenson, Campus Aide at Bogert, effective July 1, 2022.
5. Accept the resignation of Parveen Sangha, 5th Grade Classroom Teacher, effective September 1, 2022.
6. Accept the resignation of Francisco Taveras Luna, Custodian, effective September 1, 2022.
7. Accept the resignation of Erlinda Capollari, Spanish Teacher at Bogert School, effective July 1, 2022.

D. Leaves

1. Revise the leave for Employee #1024 to a paid medical leave through June 30, 2022.
2. Approve an unpaid medical leave for Employee #2107, from June 9 through June 17, 2022.

E. Change in Assignment

1. Approve the transfer of Allen Oswald from .50 FTE Custodian to a 1.0 FTE Custodian at Bogert and Reynolds Schools, effective July 1, 2022.
2. Approve the transfer of Margaret Smith from .40 FTE Registered Nurse to 1.0 FTE Registered Nurse, effective September 1, 2022.

F. Appointments

1. Appoint Dana Imbasciani as the Qualified Purchasing Agent for the district to exercise the duties of a purchasing agent pursuant to N.J.S.A. 18A:18A-2b, with specific relevance to the authority, responsibility, and accountability of the purchasing activity of the Board of Education.
2. Approve David Kaplan as the School Safety Specialist for the 2022/23 school year.
3. Appoint Gianna Apicella as Affirmative Action Officer for the 2022/23 school year.
4. Appoint Gianna Apicella as the 504 District Coordinator for the 2022/23 school year.

5. Appoint Gianna Apicella as the ADA District Coordinator for the 2022/23 school year.
6. Approve the Affirmative Action Team for the 2022/23 school year:

Gianna Apicella	Colette Dunn
Nadia Balsamo	Marci Titunick
Michael DeSocio	Brigette Uzar

7. Appoint the ESSER Committee for the 2021/22 - 2023/24 school years as follows:

Gianna Apicella	Amy D'Ambola
Dana Imbasciani	Brad Siegel

8. Appoint the 504 Officers for the 2022/23 school year as follows:

Reynolds School	Stefanie Slacin
Bogert School	Sara Senger
Cavallini Middle School	Margaret Donnelly
Cavallini Middle School	Brigette Uzar

9. Appoint the H.I.B. Specialists for the 2022/23 school year as follows:

H.I.B. District Coordinator	Michael DeSocio
Anti-Bullying Specialist/Reynolds	Stefanie Slacin
Anti-Bullying Specialist/Bogert	Sara Senger
Anti-Bullying Specialist/Cavallini	Brigette Uzar

10. Appoint Katherine Baker as Attendance Officer for the 2022/23 school year.
11. Appoint Alexis Yotka as Homeless Liaison for the 2022/23 school year.
12. Appoint Michael DeSocio as the Title IX Coordinator for the 2022/23 school year.
13. Approve the following Resolution:

BE IT RESOLVED that the Upper Saddle River Board of Education (hereinafter referred to as the "Board") appoints Dana Imbasciani as the Business Administrator/ Board Secretary for the Upper Saddle River School District for the period beginning on July 1, 2022 and ending on June 30, 2023.

BE IT FURTHER RESOLVED that this Employment Agreement has been submitted to and approved by the Executive County Superintendent, according to standards adopted by the Commissioner of Education, pursuant to N.J.S.A. 18a:7-8(j).

BE IT FURTHER RESOLVED that the Board approves the Employment Agreement with Dana Imbasciani for the position of Business Administration/Board Secretary for the foregoing period of appointment, which Employment Agreement is attached to this Resolution and made a part hereof.

BE IT FURTHER RESOLVED that the Board hereby authorizes the Board President and the Superintendent to execute, on behalf of the Board, the Employment Agreement by and between the Board and Dana Imbasciani.

14. Appoint Nijazi Leka as Integrated Pest Management (IPM) Coordinator for the 2022/23 school year.
15. Appoint Dr. Sarah Lupu as the School Doctor for the 2022/23 school year.

\$5,000.00

16. Approve the following staff for 2022 ESY:

Special Education Teacher	(\$50/hour)	
Stacy Brandt	Maria LaBerberia	
Integrated Speech Therapist	(\$70/hour)	
Claudia Fermano		
ABA Teacher	(\$50/hour)	
Crystal Santiago		
ABA Paraprofessional	(\$25/hour)	
Maya Durden		

17. Approve the following staff for the Summer Explorations Program. This program will be funded 100% by the Evidence-Based Summer Learning and Enrichment Activities Grant.

Week 1 (July 11 – July 15, 2022 (\$1,000/Session))		
Ilene Brovender	Carey Goralski	Allison Iodice
Katherine Kaldawi	Kristin Martin	Nicole Mascetti
Tracy Nussman	Jaclyn Passanante	Carlos Ramirez
Robyn Ranges	Stefanie Slacin	Brian Walis
Emily Whitman		
Week 2 (July 11 – July 15, 2022 (\$1,000/Session))		
Ilene Brovender	Megan Conners	Ailish Fillis
Carey Goralski	Allison Iodice	Rosemarie Malloy
Carlos Ramirez	Stefanie Slacin	Christine Thies
Brian Walis	Jason Weinstein	Annamarie Zimmermann

18. Approve the following staff for the Summer Student Book Clubs. These clubs will be funded 100% by the ESSER III Grant.

Dates TBD (\$500 per Club)		
Megan Conners	Allison Iodice	Katherine Kaldawi
Jennifer Kruter	Nicole Mascetti	Jennifer Moss
Kristen Nicholas	Sarah Samuels	Emily Whitman
Erika Zeccardi		

19. Approve the following staff for the Summer 2022 Curriculum Project Work. These projects will be funded by the ARP Accelerated Learning Coaching and Educators Support Grant.

Summer 2022 Curriculum Projects (\$48/hour)		
Nadia Balsamo	Erika Blumenfeld	Amy Caravela
Stephanie Chamberlin	Mary Dixon	Carey Goralski
Allison Iodice	Devon Joy	Katherine Kaldawi
Valerie Kersting	Jennifer Kruter	Desiree Lascarro
Mary Lavelle	Sarah Maginnis	Rosemarie Malloy
Nicole Mascetti	Jessica McFaul	Kerry Murphy
Kristen Nicholas	Kerri Parelhoff	PJ Petrow
Jessica Pike	Caroline Read	Bruce Reicher
Heidi Rockwell	Julia Shea	Samantha Smith
Cindy Stawecki	Catherine Teehan	Marci Titunick
Helen Vega	Brian Walis	Heather Walker
Leigh Ann Weil	Lindsey Welch	Annamarie Zimmermann

20. Approve the following staff for the Summer 2022 Curriculum Project Work. These projects will be funded by the ARP NJTSS Mental Health Support Grant.

Summer 2022 Curriculum Projects (\$48/hour)		
Katherine Baker	Erika Blumenfeld	Stephanie Chamberlin
Jennifer Kruter	Rosemarie Malloy	Kristin Nicholas
Laura Pinto	Sara Senger	Maura Telfer
Marci Titunick	Elizabeth Ullrich	

21. Appoint Erion Abazi to the position of Night Custodian at Reynolds School, Step 4, plus night stipend, effective July 1, 2022.
22. Appoint Linda Haggerty to the position of ABA Paraprofessional, effective September 1, 2022, Step 7, plus ABA stipend, subject to the satisfactory completion of the criminal history records check required by law.
23. Appoint Michelle Weinberg as a Home Instructor on an as-needed basis for up to 10 hours per week for an out-of-district student whose name is on file in the Board Office beginning July 5, 2022 through August 15, 2022 \$40/hr.
24. Appoint Ann McGovern, Confidential Secretary/Accounts Payable, to the stipend position of ACE Assistant Director for the 2022/2023 school year. \$20,000.00
25. Appoint Robyn Ranges, Cavallini Registered Nurse, to the stipend position of ACE Site Coordinator on Mondays for the 2022/2023 school year. \$5,000.00
26. Appoint Tracy Nussman, 2nd Grade Teacher, to the stipend position of ACE Site Coordinator on Tuesdays for the 2022/2023 school year. \$5,000.00
27. Appoint Sarah Maginnis, 1st Grade Teacher, to the stipend position of ACE Site Coordinator on Wednesdays for the 2022/2023 school year. \$5,000.00
28. Appoint Michelle Carucci, Paraprofessional, to the stipend position of ACE Site on Thursdays for the 2022/2023 school year. \$5,000.00
29. Appoint Stacy Schiff, Preschool Teacher, to the stipend position of ACE Site Coordinator on Fridays for the 2022/2023 school year. \$5,000.00
30. Appoint Michelle Carucci to the position of Substitute ACE Team Member for the 2022/2023 school year. \$27.50/hr
31. Appoint Sarah Maginnis to the position of Substitute ACE Team Member for the 2022/2023 school year. \$30.00/hr
32. Appoint Tracy Nussman to the position of Substitute ACE Team Member for the 2022/2023 school year. \$30.00/hr
33. Appoint Robyn Ranges to the position of Substitute ACE Team Member for the 2022/2023 school year. \$27.50/hr
34. Appoint Stacy Schiff to the position of Substitute ACE Team Member for the 2022/2023 school year. \$30.00/hr
35. Appoint Fatimah Alsaleem to the position of ACE Team Member for the 2022/2023 school year. \$16.00/hr

36.	Appoint Erika Blumenfeld to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
37.	Appoint Mara Bunting to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
38.	Appoint Megan Conners to the position of ACE Team Member for the 2022/2023 school year.	\$30.00/hr
39.	Appoint Philip D'Anna to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
40.	Appoint Darya DeAngelo to the position of ACE Team Member for the 2022/2023 school year.	\$22.00/hr
41.	Appoint Heather Federico to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
42.	Appoint Amanda Feijo to the position of ACE Team Member for the 2022/2023 school year.	\$30.00/hr
43.	Appoint Susan Kasnia-Flood to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
44.	Appoint Pamela Flynne to the position of ACE Team Member for the 2022/2023 school year.	\$20.00/hr
45.	Appoint Laura Fox to the position of ACE Team Member for the 2022/2023 school year.	\$20.00/hr
46.	Appoint Angela Griffin to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
47.	Appoint Jake Halperin to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr
48.	Appoint Allison Iodice to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
49.	Appoint Katherine Kaldawi to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
50.	Appoint Elizabeth Keslo to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr
51.	Appoint Angela LaRosa to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
52.	Appoint Laura Maimone Roskamp to the position of ACE Team Member for the 2022/2023 school year.	\$22.00/hr
53.	Appoint Elissa Mark to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
54.	Appoint Catherine Morrone to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr

55.	Appoint Catherine Merritt to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
56.	Appoint Linda Miller to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
57.	Appoint Gianna Mundy to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr
58.	Appoint Holly Nachmany to the position of ACE Team Member for the 2022/2023 school year.	\$22.00/hr
59.	Appoint Rachel Nagy to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
60.	Appoint Melissa Ng to the position of ACE Team Member for the 2022/2023 school year.	\$18.00/hr
61.	Appoint Brooke Phillips to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr
62.	Appoint Christa Rauch to the position of ACE Team Member for the 2022/2023 school year.	\$22.00/hr
63.	Appoint Caroline Read to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
64.	Appoint Bruce Reicher to the position of ACE Team Member for the 2022/2023 school year.	\$30.00/hr
65.	Appoint Eileen Rodda to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
66.	Appoint Payal Sheth to the position of ACE Team Member for the 2022/2023 school year.	\$27.50/hr
67.	Appoint Sienna Shrier to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr
68.	Appoint Sab Skenderi to the position of ACE Team Member for the 2022/2023 school year.	\$22.00/hr
69.	Appoint Carol Stevens to the position of ACE Team Member for the 2022/2023 school year.	\$24.00/hr
70.	Appoint Gari Lenkowsky to the position of ACE Team Member for the 2022/2023 school year.	\$16.00/hr

G. Substitutes/Consultants/Volunteers

1. Approve the reappointment of substitutes for the 2022/23 school year, as per attached.
2. Approve the reappointment of consultants for the 2022/23 school year, as per attached.

3. Approve the following Child Study Team staff members to provide evaluations for 15 students who are scheduled to be evaluated during Summer 2022: Hourly rate
- | | | |
|-----------------|---------------|----------------|
| Meredith Ardito | Kelly Diverio | Lauren Foca |
| Kristen Groen | Carolyn Lane | Rachel Leonard |
| Elayne Stern | Alexis Yotka | |
4. Approve the following teachers to attend initial eligibility meetings for students being evaluated by the Child Study Team during Summer 2022: Hourly rate
- | | | |
|-------------------|--------------|------------------|
| Anthony Farinacci | Amanda Feijo | Caitlin Gervasio |
| Stacy Schiff | Julia Shea | Christine Thies |
| Lyndsey Welch | | |
5. Approve the following consultants to conduct summer evaluations:
- | | |
|-----------------|-------------|
| Elana Rosenbaum | \$425/eval. |
| Nicole Fennell | Hourly rate |
6. Approve Nicole Fennell to provide Physical Therapy services for two preschool students as Compensated Education due to Covid. (Fifteen (15) 30-minute sessions per child, up to 7.5 hours per child during July and August 2022.) Hourly rate
7. Approve Bina Rivard to conduct assessments for up to 10 hours, for an out-of-district student whose name is on file in the Board Office. Hourly rate
8. Approve the following Student Support Team staff members for the 2022/2023 school year:
- | | | |
|-----------------|-------------------|-----------------|
| Gianna Apicella | Katherine Baker | Michael DeSocio |
| Meghan Ennis | Julie Fallon | Lauren Foca |
| Kristen Groen | David Kaplan | Rachel Leonard |
| James McCusker | Jillian Menendez | Sean O'Connor |
| Peter J Petrow | Laura Pinto | Carlos Ramirez |
| Stacy Schiff | Erik Schlemm | Devin Severs |
| Stefanie Slacin | Brian Wallis, Jr. | Alexis Yotka |
9. Approve Charlotte Miller as a School Psychologist student intern with the Child Study Team for the 2022/23 school year.

H. Salary Guide

1. Approve the 2022/23 Substitute Rate/Payroll Calculations Guide, as per attached.

IX. FINANCE

Mrs. Imbasciani

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

- A. Approve the Minutes of Board Meeting:

May 9, 2022

- B. Approve the Bills List for May 2022 as follows:

10	General Current Expense	\$77,830.82
11	General Current Expense	\$2,093,281.34
12	Capital Outlay	\$213,354.75
20	Special Revenue Funds	\$32,724.42
50	Milk	\$188.57
60	Enterprise Fund	\$18,186.24
Total		\$2,435,566.14

- C. Approve the Transfers for May 2022.
- D. Approve the Board Secretary and Treasurer's Reports dated May 2022 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 obligation for the remainder of the year.
- E. Approve Application for Payment # 2 for Panoramic Window & Door Systems, Inc., for the Partial Window Replacement Project (Phase 2) at Reynolds School, in the amount of \$253,021.00. This is the final payment for this project.
- F. Approve the renewal for Toilet Room Facilities for Kindergarten Classrooms in Reynolds School, rooms 99, 100, 101, 102, 103 and 104, for the 2022/23 school year.
- G. Approve the Application for Dual Use of Educational Space for Bogert School room 11, for the 2022/23 school year.
- H. Authorize the Business Administrator/Board Secretary to pay bills during the months of July and August 2022. These payments will be approved at the next regularly scheduled meeting.
- I. Authorize the Board Secretary or, as an alternate, the Treasurer, to make wire transfers to/from all the authorized accounts.
- J. Approve the following Resolution:

WHEREAS, NJASA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board Resolution; and

WHEREAS, the Upper Saddle River Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Upper Saddle River Board of Education has determined that an amount not to exceed \$1,000,000 is available for such purpose of transfer;

NOW, THEREFORE BE IT RESOLVED, by the Upper Saddle River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- K. Approve the following Resolution:

WHEREAS, NJAC 6A:26A-4.2, permits a Board of Education to establish and/or deposit into certain reserve accounts at year end; and

WHEREAS, the aforementioned statute authorize procedures, under the authority of the Commissioner of Education, which permit a Board of Education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board Resolution; and

WHEREAS, the Upper Saddle River Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Maintenance Reserve account at year end, and

WHEREAS, the Upper Saddle River Board of Education has determined that an amount not to exceed \$500,000 is available for such purpose of transfer;

NOW, THEREFORE BE IT RESOLVED, by the Upper Saddle River Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

- L. Accept the donation of four (4) recurring grants for Reynolds School from the Upper Saddle River River Educational Foundation (USREF) in the amount of \$1,679.00.
- M. Accept the donation of two (2) recurring grants for Bogert School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$1,700.00.
- N. Accept the donation of four (4) recurring grants for Cavallini Middle School from the Upper Saddle River Educational Foundation (USREF) in the amount of \$7,060.00.
- O. Approve the FY22 ESEA Title II-A Grant expenditures for stipends as follows:

Erika Zeccardi \$10,000

- P. Refuse funding for the FY22 ARP Homeless II monies.
- Q. Accept funding for the FY23 ESEA Grant as follows:

Title I Part A	\$27,981
Title IIA	\$16,438

- R. Refuse FY23 ESEA Title III monies.
- S. Approve the submission of the FY23 ESEA Grant application.
- T. Accept funding for the FY23 IDEA Grant as follows:

IDEA Basic	\$243,656
IDEA Preschool	\$13,919

- U. Approve FY23 IDEA Grant expenditures for salaries as follows:

	% of Salary	Amount
1. Preschool Handicapped		
Zumbano	59%	\$13,919

	% of Salary	Amount
2. Part B Basic		
Aufiero	100%	\$23,845
DiFranco	100%	\$22,840
Ho	100%	\$22,431
Khalessi	100%	\$23,431
Martino	100%	\$23,845
Popeil	100%	\$23,451
Quinones	100%	\$23,931
Rohdiek	100%	\$24,431
Scotti	100%	\$23,845
Stevens	100%	\$23,845
Wehrle	35%	\$7,761

V. Approve the submission of the FY23 IDEA Basic and IDEA Preschool Grant applications.

W. Approve the FY22 ARP Accelerated Learning Coaching and Education Support Grant expenditures for stipends as follows:

Erika Zeccardi \$7,000

X. Approve the FY23 ARP Accelerated Learning Coaching and Education Support Grant expenditures for stipends as follows:

Erika Zeccardi \$7,000

Y. Approve FY23 ARP ESSER III Grant expenditures for salaries as follows:

	% of Salary	Amount
TBD (Cavallini)	TBD	\$57,305
Stephanie Pirsos (Bogert)	61%	\$57,305
Marci Titunick (Reynolds)	78%	\$57,305

Z. Approve FY22 ARP ESSER III Grant expenditure for Book Club Administrative Assistant stipend as follows:

Susan Doherty \$1,500

AA. Approve FY23 ARP ESSER III Grant expenditures for Book Club stipends as follows:

Dates TBD (\$500 per Club)		
Chelsea Chiellini	Megan Conners	Allison Iodice
Katherine Kaldawi	Jennifer Kruter	Nicole Mascetti
Jennifer Moss	Kristen Nicholas	Sarah Samuels
Emily Whitman	Erika Zeccardi	

BB. Approve FY23 ARP Evidence-Based Summer Learning Grant expenditures for Summer Explorations stipends as follows:

Week 1 (July 11 – July 15, 2022 (\$1,000/Session)		
Ilene Brovender	Carey Goralski	Allison Iodice
Katherine Kaldawi	Kristin Martin	Nicole Mascetti
Tracy Nussman	Jaclyn Passanante	Carlos Ramirez
Robyn Ranges	Stefanie Slacin	Brian Walis
Emily Whitman		

Week 2 (July 11 – July 15, 2022 (\$1,000/Session))		
Ilene Brovender	Megan Conners	Ailish Fillis
Carey Goralski	Allison Iodice	Rosemarie Malloy
Carlos Ramirez	Stefanie Slacin	Christine Thies
Brian Walis	Jason Weinstein	Annamarie Zimmermann

- CC. Approve FY23 ARP Accelerated Learning, Coaching and Educator Support Grant expenditures for Summer 2022 Curriculum Project work as follows:

Summer 2022 Curriculum Projects (\$48/hour)		
Nadia Balsamo	Erika Blumenfeld	Amy Caravela
Stephanie Chamberlin	Mary Dixon	Carey Goralski
Allison Iodice	Devon Joy	Katherine Kaldawi
Valerie Kersting	Jennifer Kruter	Desiree Lascarro
Mary Lavelle	Sarah Maginnis	Rosemarie Malloy
Nicole Mascetti	Jessica McFaul	Kerry Murphy
Kristen Nicholas	Kerri Parelhoff	PJ Petrow
Jessica Pike	Caroline Read	Bruce Reicher
Heidi Rockwell	Julia Shea	Samantha Smith
Cindy Stawecki	Catherine Teehan	Marci Titunick
Helen Vega	Brian Walis	Heather Walker
Leigh Ann Weil	Lindsey Welch	Annamarie Zimmermann

- DD. Approve FY23 ARP NJTSS Mental Health Support Staffing Grant expenditures for Summer 2022 Curriculum Project work as follows:

Summer 2022 Curriculum Projects (\$48/hour)		
Katherine Baker	Erika Blumenfeld	Stephanie Chamberlin
Jennifer Kruter	Rosemarie Malloy	Kristin Nicholas
Laura Pinto	Sara Senger	Maura Telfer
Marci Titunick	Elizabeth Ullrich	Heather Walker
Erika Zeccardi		

- EE. Approve FY23 ARP NJTSS Mental Health Support Staffing Grant expenditures for stipends as follows:

Katherine Baker \$7,000

- FF. Approve FY23 ARP Evidence-Based Comprehensive Beyond the School Day Grant expenditures for ACE stipends as follows:

Michelle Carrucci	100%	\$5,000
Sarah Maginnis	100%	\$5,000
Tracy Nussman	100%	\$5,000
Robyn Ranges	100%	\$5,000
Stacy Schiff	100%	\$5,000
Ann McGovern	75%	\$15,000

- GG. Appoint Lerch, Vinci and Higgins as the district's auditors for the June 30, 2023 audit in the amount of \$25,500.00.

HH Reaffirm the following Resolution:

**RESOLUTION TO CONTINUE MEMBERSHIP IN THE NORTHEAST BERGEN
COUNTY SCHOOL BOARD INSURANCE GROUP**

WHEREAS, a number of Boards of Education in Bergen County have joined together to form a Joint Insurance GROUP as permitted by N.J. Title 18A:18B; and

WHEREAS, said GROUP was approved effective July 1, 1985 by the New Jersey Commissioner of Insurance and has been in operation since that date; and

WHEREAS, the Bylaws and regulations governing the creation and operation of this Insurance GROUP contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a GROUP; and

WHEREAS, the Board of Education of Upper Saddle River has determined that membership in the NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP is in the best interest of the District;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of Upper Saddle River does hereby agree to renew membership in the NORTHEAST BERGEN COUNTY SCHOOL BOARD INSURANCE GROUP and hereby accept the Bylaws as approved and adopted. The renewal term is from July 1, 2022 to June 30, 2025.

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized to execute the application for membership and the accompanying certification on behalf of the District, and

BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the GROUP as are required by the Group's Bylaws and to deliver the same to the Executive Director.

II. Reaffirm the following Resolution:

WHEREAS, the Upper Saddle River Board of Education is a member of the Northeast School Board Insurance Group (NESBIG);

WHEREAS, the bylaws of the NESBIG require that each Board appoint a Risk Management Consultant to perform various professional services pursuant to agreement attached hereto; and

WHEREAS, the bylaws for NESBIG indicate a minimum fee equal to 6% of the Board's assessment which expenditures represent reasonable compensation for the services required and is included in the Board's assessment; and

WHEREAS, the Board authorizes NESBIG to pay this amount directly to the Risk Management Consultant; and

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW, THEREFORE, BE IT RESOLVED by the Upper Saddle River Board of Education that the Vozza Agency is hereby appointed Risk Management Consultant in accordance with the Fund's bylaws for the period July 1, 2022 to June 30, 2025; and

BE IT FURTHER RESOLVED that the Board Secretary and Business Administrator are hereby authorized and directed to execute the Consultant's agreement annexed hereto.

- JJ. Approve the joint Purchasing Agreement between the Region V Council for Special Education/River Edge Board of Education and the Upper Saddle River Board of Education for providing the joint purchase of direct services and evaluations in the following areas: Occupational, Physical, Speech Therapist Audiologist, Behaviorist, Learning Disabilities Teacher Consultant, Psychologist, Social Worker, Teacher of the Deaf, Assistive Technology, Transition Services, Reading Specialists, Nursing, Certified Health Aides, 1-1 Aides, Home Instructor, Home Supports, Parent Training (POP), Translators, Educational Equipment and other educational services on an as-needed basis throughout the year, effective July 1, 2021 to June 30, 2022.
- KK. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with the Bergen County Cooperative for the purchase of goods and services for the 2022/23 school year.
- LL. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with the Educational Services Commission of New Jersey (ESCNJ) for the purchase of goods and services for the 2022/23 school year.
- MM. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with Sourcewell for the purchase of competitively solicited contracts for the 2022/23 school year. (Member #8560)
- NN. Authorize the Business Administrator/Board Secretary to enter into a Cooperative Pricing Agreement with US Communities Government Purchasing Alliance for the purchase of goods and services for Trane for the 2022/23 school year.
- OO. Approve the following Resolution:

A RESOLUTION OF THE BOARD OF EDUCATION OF THE UPPER SADDLE RIVER SCHOOL DISTRICT IN UPPER SADDLE RIVER, NEW JERSEY, APPROVING THE TERMS AND CONDITIONS OF THE INTERLOCAL AGREEMENT BETWEEN REGION 4 EDUCATION SERVICE CENTER, LEAD AGENCY FOR THE COOPERATIVE PURCHASING NETWORK (TCPN), PROVIDING FOR A COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES; DESIGNATING DANA IMBASCIANI, BUSINESS ADMINISTRATOR/BOARD SECRETARY, AS OFFICIAL REPRESENTATIVE OF THE UPPER SADDLE RIVER SCHOOL DISTRICT RELATING TO THE PROGRAM

WHEREAS, the Board of Education of the Upper Saddle River School District has been presented a proposed Interlocal Agreement by and between the Region 4 Education Service Center, lead agency for The Cooperative Purchasing Network (TCPN), and the Upper Saddle River School District found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens, are hereby in all things approved.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE UPPER SADDLE RIVER SCHOOL DISTRICT, UPPER SADDLE RIVER, NEW JERSEY

Section I. The Terms and Conditions of the agreement having been reviewed by the Board of Education of the Upper Saddle River School District and found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens are hereby in all things approved.

Section II. The Business Administrator/Board Secretary, Dana Imbasciani, of the Upper Saddle River School District under the direction of the Board of Education of the Upper Saddle River School District is hereby designated to act for the Upper Saddle River School District in all matters relating to The Cooperative Purchasing Network including the designation of specific contracts in which the Upper Saddle River School District desires to participate.

Section III. This Resolution shall become effective from and after its passage.

PP. Approve the following Resolution:

**A RESOLUTION OF THE BOARD OF EDUCATION OF THE UPPER SADDLE RIVER
SCHOOL DISTRICT IN UPPER SADDLE RIVER, NEW JERSEY, APPROVING THE TERMS
AND CONDITIONS OF THE INTERLOCAL AGREEMENT BETWEEN REGION 14
EDUCATION SERVICE CENTER, LEAD AGENCY FOR NCPA, PROVIDING FOR A
COOPERATIVE PURCHASING PROGRAM FOR GOODS AND SERVICES;
DESIGNATING DANA IMBASCIANI, BUSINESS ADMINISTRATOR/BOARD SECRETARY,
AS OFFICIAL REPRESENTATIVE OF THE UPPER SADDLE RIVER SCHOOL DISTRICT
RELATING TO THE PROGRAM**

WHEREAS, the Board of Education of the Upper Saddle River School District has been presented a proposed Interlocal Agreement by and between the Region 14 Education Service Center, lead agency for NCPA, and the Upper Saddle River School District found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens, are hereby in all things approved.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE UPPER SADDLE
RIVER SCHOOL DISTRICT, UPPER SADDLE RIVER, NEW JERSEY**

Section I. The Terms and Conditions of the agreement having been reviewed by the Board of Education of the Upper Saddle River School District and found to be acceptable and in the best interests of the Upper Saddle River School District and its citizens are hereby in all things approved.

Section II. The Business Administrator/Board Secretary, Dana Imbasciani, of the Upper Saddle River School District under the direction of the Board of Education of the Upper Saddle River School District is hereby designated to act for the Upper Saddle River School District in all matters relating to NCPA including the designation of specific contracts in which the Upper Saddle River School District desires to participate.

Section III. This Resolution shall become effective from and after its passage.

QQ. Approve the following Resolution:

Pursuant to PL 2015, Chapter 47, the Upper Saddle River Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq., NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.317 et. Seq.:

Alliance for Competitive Telecommunications with ESCNJ
Atlantic Business Products
Bergen County Special Services
Calderone Enterprises LLC
Centris Group
Delta Dental
DiCara Rubino Architects
Educational Data Services (Ed-Data)
Gente
Lightpath
NJ State Health Benefits Program
Northeast Bergen County School Board Insurance Group (NESBIG)
Panoramic Windows and Door Systems, Inc.
Premier Group, Inc.
Region 1/Mahwah Board of Education
Scholastic Bus Company

RR. Approve the following Resolution:

BE IT RESOLVED BY THE UPPER SADDLE RIVER BOARD OF EDUCATION that the Board authorizes the procurement of goods and services through the state agency for the 2022/23 school year as follows:

WHEREAS, Title 18A:18A-10 provides that the Board of Education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, The Upper Saddle River School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Upper Saddle River Board of Education desires to authorize its purchasing agent for the 2022/23 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED, that the Upper Saddle River Board of Education does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State of the Division of Purchase and Property utilizing various vendors as listed:

Vendor	State Contract/ MRESC/ESCNJ	Ed Data	Item/Services
A.N.A. Painting	A15451		Painting
Apple	ESCNJ 18/19-67		Educational Products
Aspire Technologies		11075	Technology
Atlantic Tomorrow's Office	MRESC 15/16-20		Document Management Services
ATRA Janitorial Supply Co.	090320MSRP		Custodial Supplies
ATRA Janitorial Supply Co.	ESCNJ 18/19-35		Maintenance and Equipment
ATRA Janitorial Supply Co.	090320GREEN		Custodial Green Products
Blackboard, Inc.	NCPA 01-03		Digital Media Management
Blick Materials	QD20EDS-NJ-2022		Art Supplies
Cablevision Lightpath	ESCNJ 17/18-45		Telecommunications
Combustion Service Corp	EDS10392		Heating
CDWG	ESCNJ 18/19-03		Tech Supplies Services
Combustion Service Corp.	ESCNJ 16/17-22		Time and Materials
DEMCO		C80901	Library Supplies/Furniture
D & L Paving Contractors	EDS10980		Paving
Direct Energy	ESCNJ 20/21-10		Electricity
Direct Energy	ESCNJ 20/21-11		Gas
Downes Tree Service Co.	ESCNJ 20/21-02		Tree Service
Eastern Datacomm	ESCNJ 18/19-16		Communications Systems
Frontline Technologies	NCPA 01-102		Cloud Administrative Solutions
Generations Services	10972	9740/9748	Time and Materials
Generation Technologies	HCESC 19-07		Lighting
Grainger		11063	Custodial Supplies
Johnson Controls	NCPA 02-07		HVAC Equipment and Services
Keyboard Consultants	EDDATA2020		Tech/AV/Computer
Lakeshore		11004	Teaching Aids/Learning Materials
Pitsco Education		800041	Rocketry
Pitsco Education		800040	Tech Supplies
Pitsco Education		800039	Elementary Science Supplies
Pro Academy Furniture	P09282021		Furniture
Really Good Stuff		11004	Teaching Aids
RFS Commercial	ESCNJ 20/21-01		Furniture/Accessories
RFS Commercial	ESCNJ 18/19-59		Concrete Repair Systems
RIS Construction Corp.		10969/10977	Time & Materials
School Specialty Inc.		7791035523	General Classroom Supplies
School Specialty Inc.		Q-115097	Elementary Science Supplies

School Specialty Inc.	ESCNJ/AEPA18-D	7792672032	Furniture
School Specialty Inc.		Q-115331	Fine Art Supplies
School Specialty Inc.		Q-115229	Physical Ed Supplies
School Specialty Inc.		Q-116661	Teaching Aids
SHI	E-8801-ACESPS		Computer Equipment/Devices
Staples		SPLS11440	Copy/Duplicator Supplies
Staples		SPLS9829	Office/Computer Supplies
Staples		SPLS10430	Furniture
Staples		SPLS11063	Custodial Supplies
Trane U.S. Inc.	USC15-JLP-023		HVAC Equipment
Tri-State Folding Partitions		10413	Gym Equipment
W.B. Mason	EDS-NJ-N#10723		Copy/Duplicator Supplies
W.B. Mason	EDS-NJFA#11005		Fine Art Supplies
W.B. Mason	EDS-FURNMSRP9320		Furniture
W.B. Mason	ESCNJ18/19-02		Office Supplies
W.B. Mason		7550	Custodial Supplies
White Rock Corp.	Bergen Co-op 17-50.1		Roof Repairs/Replacement
White Rock Corp.	BC-BID-21-68		Roof Repairs/Replacement
White Rock Corp.	CK04-BERGEN		Roof Repairs/Replacement
White Rock Corp.	11BECCPRES1032-211		Roof Repairs/Replacement

- SS. Authorize the Business Administrator/Board Secretary to establish petty cash accounts for the 2022/23 school year in accordance with Board Policy # 6620 as follows:

Location	Amount Per Incident Amount*	
Board Office	\$500.00	\$50.00
Reynolds School	\$500.00	\$50.00
Bogert School	\$500.00	\$50.00
Cavallini Middle School	\$500.00	\$50.00

* No individual purchase shall exceed the per incident amounts indicated above.

- TT. Approve a rate of \$15,000.00 per child for non-resident tuition students and a rate of \$550.00 per child to a maximum of \$900.00 per year for a family for professional courtesy tuition students for the 2022/23 school year.
- UU. Approve a rate of \$3,750.00 per child for the Integrated Pre-School for the 2022/23 school year.
- VV. Accept nineteen (19) tuition students, whose names are on file in the Board Office, for the 2022/23 school year.
- WW. Accept ten (10) professional courtesy tuition students, whose names are on file in the Board Office, for the 2022/23 school year.
- XX. Accept sixteen (16) Integrated Pre-School tuition students, whose names are on file in the Board Office, for the 2022/23 school year.
- YY. Approve the following list of School Clearance Risk Assessment Vendors for the 2022/23 school year:

Bergen County Special Services CAPE Resource Center
 Bergen's Promise
 CarePlus NJ, Inc.
 Christian Health Care Center
 Comprehensive Behavioral Healthcare, Inc.
 Page Miliotis, LCSW
 Pamela Brodie, Ph. D.
 Pediatric Neuropsychology and Therapy

Special Child Health Services-Case Management
 Steven J. Myers, Ph. D.
 The Center for Psychological Enhancement
 Turn the Mind DBT
 V. Alex Kehayan, Ed. D.
 West Bergen Center for Children and Youth
 West Bergen Counseling Center
 West Bergen Mental Healthcare

- ZZ. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Audiological Services, not to exceed \$3,760.00, for four students whose names are on file in the Board Office for the 2022/23 school year.
- AAA. Approve Dr. Hugh Bases to conduct a pediatric evaluation for a student, whose name is on file in the Board Office, in the amount of \$650.00
- BBB. Approve the admittance of a student whose name is on file in the Board Office to Four Winds for the period May 31, 2022 through June 15, 2022 at an estimated tutorial cost of \$60/hour, \$120/day.
- CCC. Approve private tutoring in lieu of the Orton Gillingham Program for a student for July and August 2022 in the amount of \$1,900 as per the settlement agreement.
- DDD. Approve St. Joseph's Radiology Department to provide a Video Swallow Test evaluation for an Out-of-District student in the amount of \$500.00.
- EEE. Approve the placement of the following Special Education students, whose names are on file in the Board Office, in extended year summer programs in accordance with Individual Education Plans:
- | | |
|--------------|------------------------------|
| Two students | Banyan Elementary School |
| One student | Bleshman Regional Day School |
| Two students | CTC Academy |
| One student | BCSSD - HIP - MP Godwin |
- FFF. Approve the placement of thirty-seven (37) Special Education students, whose names are on file in the Board Office, in the Quad Extended School Year Program.
- GGG. Approve the placement of the following Special Education students, whose names are on file in the Board Office, in accordance with their Individual Education Plans for the 2022/23 school year:
- | | |
|--------------|------------------------------|
| Two students | Banyan Elementary School |
| One student | Bleshman Regional Day School |
| Two students | CTC Academy |
| One student | BCSSD - HIP - MP Godwin |
- HHH. Decline participation in the Special Milk Program sponsored by the New Jersey Department of Agriculture for the 2022/23 school year.
- III. Approve the Agreement for Consultant Services with Noel Baxter for two elementary workshops on June 20, 2022, at a total cost of \$2,500.00.
- JJJ. Approve the Agreement for Consultant Services with Marcy Nanus for one administrator communications workshop in June 2022, at a total cost of \$500.00.
- KKK. Approve the Agreement for Consultant Services with Stacey Tolpa for one administrator communications workshop in June, 2022, at a total cost of \$500.00.

- LLL. Approve the agreement for scanning and digitally storing payroll and personnel records with Accuscan, in an amount not to exceed \$2,500.00 for the 2022/23 school year. (Pricing based on NJ State Approved Co-op # 65 MCESCCPS RFP#ESCJ 16/17-48 Bid Term 7/1/2017 – 6/30/2020; Extended 06/30/2022)
- MMM. Approve the agreement with Alarm & Communication Technologies for preventive maintenance and fire alarm monitoring at Reynolds and Bogert Schools in the amount of \$948.00 for the 2022/23 school year.
- NNN. Approve the agreement with Automatic Suppression & Alarm Systems, Inc. for the Cavallini Middle School fire alarm system testing, preventive maintenance and remote central monitoring in the amount of \$2,000.00 for the 2022/23 school year.
- OOO. Approve the contract renewal with Blackboard Inc. in the amount of \$11,512.26 for the 2022/23 school year.
- PPP. Approve the contract with Brightly Software Inc. for Maintenance Direct Service and MySchoolDude in the amount of \$3,230.59 for the 2022/23 school year.
- QQQ. Approve the contract with Brightly Software Inc. for Technology Essentials (Incident) Service in the amount of \$1,795.61 for the 2022/23 school year.
- RRR. Approve the maintenance contract with Butler Water Corrections for boiler water treatment services in the amount of \$2,550.00 for the period October 2022 through March 2023.
- SSS. Approve the contact with Combustion Service Corp. for boiler cleaning, inspection and efficiency testing in the amount of \$6,440.00.
- TTT. Approve the service agreement with Computer Solutions, Inc. in the amount of \$8,976.00 for the 2022/23 school year.
- UUU. Approve the contract with Cream-O-Land Dairies with an increase not to exceed five cents (\$.05) in the monthly 'Class 1' increased or decreased marginal price per half-pint as announced by the Federal Market Administrator for the 2022/23 school year.
- VVV. Approve the contract with Delta Dental with no increase for the 2022/23 school year.
- WWW. Approve Diamond Floor Systems LLC to seal the floors in three (3) bathrooms in Bogert at a total cost of \$2,190.00. (22/23 Budget)
- XXX. Approve Diamond Floor Systems LLC to seal the floors and apply quartz non-slip finish to the locker and storage room floors in Cavallini at a total cost of \$17,125.00. (22/23 Budget).
- YYY. Approve the licensing and maintenance agreement with Educational Data Services, Inc. in the amount of \$4,110.00 for the 2022/23 school year.
- ZZZ. Approve the agreement for Cooperative Skills Trade Compliance Services and Ancillary Bids Services with Educational Data Services, Inc. in the amount of \$2,000.00 for the 2022/23 school year.
- AAAA. Approve the service agreements with Frontline Technologies for the 2022/23 school year for the following:

AESOP	\$9,249.10
Applitrack System	\$3,366.36
IEP-Direct	\$16,607.88
504	\$829.63

- BBBB. Approve the service agreement with Generator Man in the amount of \$545.00 for Reynolds and \$545.00 for Bogert for the 2022/23 school year.
- CCCC. Approve the service agreement with Genesis Educational Services Student Information System in the amount of \$11,237.00 for the 2022/23 school year.
- DDDD. Approve the contract with Gente for the 2022/23 school year for FSA and Vision administration services.
- EEEE. Approve the Annual Employee Assistance Contract with Good Samaritan Hospital in an amount not to exceed \$4,000.00, for the 2022/23 school year.
- FFFF. Approve the planned maintenance contract renewal with HandiLift in the amount of \$1,119.00 for Bogert/Reynolds and \$1,250.00 for Cavallini for the 2022/23 school year.
- GGGG. Approve the maintenance agreement with Johnson Controls, Inc. in the amount of \$20,713.00 for the 2022/23 school year.
- HHHH. Approve Kala Construction, LLC to supply and install new quartz sills in all windows facing the Learning Habitat at a total cost of \$11,800.00. (22/23 Budget)
- IIII. Approve the agreement for comprehensive environmental services from Karl and Associates in the amount of \$6,100.00 for the 2022/23 school year.
- JJJJ. Approve the agreement with N.A.S. Security Systems, Inc. for central station monitoring and 24-hour test for the District at a total cost of \$1,410.00 for the 2022/23 school year.
- KKKK. Approve the services agreement with njschooljobs.com in the amount of \$2,000.00 for the 2022/23 school year.
- LLLL. Approve the maintenance agreement for annual inspections with Open Systems Metro in the amount of \$1,895.00 for the 2022/23 school year.
- MMMM. Approve Quest Diagnostics to provide Substance Abuse Lab-Based Testing and Services for the 2022/23 school year, on a per person basis, as follows:
- | | |
|--------------------|---------|
| COC Collection Fee | \$11.00 |
| COC Collection Fee | \$15.50 |
| SAP 5-50 W/NIT | \$20.00 |
- NNNN. Approve the service agreement with Stewart & Stevenson Power Products LLC in the amount of \$3,439.00 for the 2022/23 school year.
- OOOO. Approve the agreement for policy alert and support system annual maintenance with Strauss Esmay Associates, LLP in the amount of \$4,835.00 for the 2022/23 school year.
- PPPP. Approve the service contract renewal with Trane in the amount of \$47,532.00 for the 2022/23 school year.
- QQQQ. Approve the following Resolution:

RESOLUTION

A Resolution to authorize participation in the State Health Benefits Program and/or School Employees' Health Benefits Program of the State of New Jersey

BE IT RESOLVED that the Upper Saddle River Board of Education (hereinafter referred to as "the Board"), SSS ID # 22-600-2357, hereby elects to participate in the Health Program provided by

the New Jersey State Health Benefits Act of the State of New Jersey (N.J.S.A. 52:14-17.26 and N.J.S.A. 52:14-17.46.2) and to authorize coverage for all the employees and their dependents thereunder in accordance with the statute and regulations adopted by the State Health Benefits Commission and/or School Employees' Health Benefits Commission.

WHEREAS the Board will not have a stand-alone prescription drug plan and understands that prescription drug coverage will be provided based on the medical plan chosen by the subscriber.

WHEREAS the Board will be maintaining Delta Dental as its dental plan.

WHEREAS the Board elects 30 hours per week (average) as the minimum requirement for full time status in accordance with N.J.A.C. 17:9-4.6.

WHEREAS the Board, as a participating employer, will remit to the State Treasury all charges due on account of employee and dependent coverage and periodic charges in accordance with the requirements of the statute and the rules and regulations duly promulgated thereunder.

WHEREAS Linda Miller, Confidential Secretary and Payroll & Benefits is appointed to act as Certifying Officer in the administration of this program.

NOW, THEREFORE, BE IT RESOLVED that this Resolution shall take effect immediately and coverage shall be effective as of July 1, 2021 or as soon thereafter as it may be effectuated pursuant to the statutes and regulations (can be no less than 75 or 90 days pursuant to the provisions of N.J.S.A. 17:9-1.4).

RRRR. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") recognizes that, in the course of performing regular school district business, the Superintendent, the Business Administrator/Board Secretary, the Administrators and the Board Office Secretaries, must engage in travel activities; and

WHEREAS, employees who incur travel expenses in the course of regular school district business should be reimbursed; and

WHEREAS, regular business travel shall be defined as all official business travel, including attendance at meetings, conferences and any other gatherings which are not training functions, training seminars, conventions or conferences in which the primary purpose of employee attendance is the development of new skills and knowledge or the reinforcement of these skills and knowledge in a particular field related to school district operations; and

WHEREAS, the Board desires to approve an annual maximum amount per employee for regular business travel for which Board approval is not necessary prior to reimbursement; and

WHEREAS, the Board believes \$600 is the appropriate annual maximum amount per employee for regular business travel.

NOW THEREFORE BE IT RESOLVED, that, subject to the applicable restrictions and requirements set forth in the New Jersey travel payment guidelines as established by the Department of the Treasury, as well as those guidelines established by the Office of Management and Budget, except to the extent that said guidelines conflict with the provisions of Title 18A of the New Jersey Statutes, the Board hereby approves \$600 as the annual maximum amount per employee (as listed above) for regular business travel.

SSSS. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") recognizes that, in the course of performing regular school district business, the Child Study Team staff, must engage in travel activities; and

WHEREAS, employees who incur travel expenses in the course of regular school district business should be reimbursed; and

WHEREAS, regular business travel shall be defined as all official business travel, including attendance at meetings, conferences and any other gatherings which are not training functions, training seminars, conventions or conferences in which the primary purpose of employee attendance is the development of new skills and knowledge or the reinforcement of these skills and knowledge in a particular field related to school district operations; and

WHEREAS, the Board desires to approve an annual maximum amount per employee for regular business travel for which Board approval is not necessary prior to reimbursement; and

WHEREAS, the Board believes \$600 is the appropriate annual maximum amount per employee for regular business travel.

NOW THEREFORE BE IT RESOLVED, that, subject to the applicable restrictions and requirements set forth in the New Jersey travel payment guidelines as established by the Department of the Treasury, as well as those guidelines established by the Office of Management and Budget, except to the extent that said guidelines conflict with the provisions of Title 18A of the New Jersey Statutes, the Board hereby approves \$600 as the annual maximum amount per Child Study Team employee for regular business travel.

TTTT. Approve the following Resolution:

WHEREAS, the Upper Saddle River Board of Education is required pursuant to NJSA 18A:11-12 to adopt policy and approve travel expenditures by district employees and Board members using local, State or Federal funds to ensure that travel is educationally necessary and fiscally prudent; and

WHEREAS, the Board of Education has determined that the training and informational programs set forth below are directly related to and within the scope of Board members' duties; and

WHEREAS, the Board of Education has determined that the training and informational programs set forth below are directly related to and within the scope of the listed job title's current responsibilities and the Board's professional development plan; and

WHEREAS, the Board of Education has determined that participation in the training and informational programs set forth below requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and

WHEREAS, the Board of Education has determined that the school district travel expenditures are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provision of Title 18A of the New Jersey Statutes; and

WHEREAS, the Board of Education finds that a mileage reimbursement rate equal to that of the state Internal Revenue Service mileage reimbursement rate of \$0.35 per mile is reasonable; and

WHEREAS, the Board of Education has determined that participation in these training and informational programs are in compliance with the district policy on travel;

THEREFORE BE IT RESOLVED, that the Board of Education hereby approves the attendance of the School Board members and district employees at the training and instructional programs, and the costs of attendance including all registration fees, and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount.

- UUUU. Approve the disposal of the following 3rd Grade textbooks, as they no longer apply to the units of study:

Social Studies Alive! Regions of Our Country

- VVVV. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
ASCA 2022 Annual Conference Austin, TX	July 9-12, 2022	Sara Senger	\$429.00	\$1,218.00
Civic Online Reasoning: Sorting Fact from Fiction on the Internet (Online)	July 12-14, 2022	Katherine Kaldawi	\$380.00	\$0.00

- X. **PUBLIC COMMENT**

- XI. **ADJOURNMENT**

Mrs. Johnston

CONSULTANT RENEWALS FOR 2022/2023

Name

Type of Service

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Above and Beyond	ABA Therapist
Altman, Jennifer	SEL PD Consultant
Assistive Technology	Evaluations
Bayada Home Health Care, Inc.	Nursing Services
Behavior Therapy Associates P.A.	(works with teachers only)
Communications Therapy	Speech (Janet Krebs and Deborah Roberts)
Dansky, Sheli	PT / ESY
Developmental Behavioral Pediatrics	Evaluations (Dr. Lisa Nalven)
Doran, Patricia	ABA Therapist
Dries, Carlea	Psychological-educational evaluations
Educational Enterprises	B.C. Special Services
Fand, Leah	Speech Therapist / ESY
Fennelly, Bryan	Psychiatrist
Garden State AAC Specialists, LLC	Professional Development Consultant (works w/teachers only)
Goldberg Gravity	Professional Development Consultant
Hertler, Steven	Psychological-educational evaluations
Hintz, Kimbro	Speech Therapist / ESY
Huntington, Jodi	Psychological evaluations
Invo Healthcare Associates	OT
Kostenko, Christian	Targeted Instruction
Kotler, Lisa	Psychiatrist
Lagatta, Christine	Curriculum Consultant (works w/ teachers only)
Learning Tree	Evaluations
Levine, Mary A.	LEAP Co-Coordinator
Lupu, Sarah	School Doctor
Nagy, Leslie	Psychiatrist
New Jersey Educational Services Alliance	Psychological and Educational evaluations
O'Sullivan, Joanne	ABA Therapist
Patel, Poorvi	Evaluations
Professional Education Services	Home Instruction
Rickard Rehabilitation Services	Occupational/Physical/Speech Therapy
Rojas, Veronica	Psychiatrist
Rosenbaum, Elana	OT / ESY
Russell, Christopher	TVI (Teacher of the Visually Impaired)
Schmuler, Kira	Russian Speaking Evaluations
Shalaby, Carla	Professional Development Consultant
Silverman, Anne	LEAP Co-Coordinator
Slater, Jonathan	Psychiatrist
Speech and Hearing Assoc	Evaluations
St. Joseph's Child Development Ctr.	Evaluations (Dr. Nancy Holahan, Dr. Joseph Holahan, Dr. Aparna Mallik)
Tancer, Nancy Kaplan	Psychiatrist
Weinberg, Michelle	Targeted Instruction
Widmer, Kirsten	Curriculum Consultant (works w/ teachers only)
Willis, Dawn	ABA Therapist
Younger, Kristen	ABA Therapist

Substitutes Renewal 2022/2023

LAST NAME	FIRST NAME	SUBJECTS	CRT
Abdulsalam	Barbara	Teacher & Paraprofessional	C
Alba	Jason	Custodian	
Alleva	Lauren	Teacher & Paraprofessional	C
Aminoleslami	Maryam	Teacher & Paraprofessional	C
Amodeo	Robert	Teacher & Paraprofessional	C
Amoroso	Jennifer	Teacher & Paraprofessional	S
Anastos	Emily	Teacher & Paraprofessional	S
Asta	Jacqueline	Teacher & Paraprofessional	C
Aufiero	Joan	Teacher & Paraprofessional	C
Balji	Heather	Teacher & Paraprofessional	C
Belasic	John	Custodian	
Belasic	Paul	Custodian	
Birdsall	Lauren	Teacher & Paraprofessional	S
Brown	Colette	Teacher & Paraprofessional	C
Canonico	Randy J.	Teacher & Paraprofessional	C
Carucci	Michelle	Teacher & Paraprofessional	S
Chauhan	Dipti	Teacher & Paraprofessional	C
Christensen	Nicole	Teacher & Paraprofessional	C
Coca	Allison	Teacher & Paraprofessional	S
Cohen	Jared	custodian	
Cohen	Jeff	Teacher & Paraprofessional	C
DeAngelo	Darya	Teacher & Paraprofessional	C
DeCandia-Pook	Connie	Secretary	
DeGiglio	Anthony	Custodian	
Deniz	Susan	Teacher & Paraprofessional	s
Diamond	Rebecca	Teacher/Para/Secretary	C
DiFranco	Simona	Teacher & Paraprofessiona	S
Dillman	Dora M.	Teacher & Paraprofessional	S
Dobriner	Ericka	Teacher & Paraprofessional	C

LAST NAME	FIRST NAME	SUBJECTS	CRT
Dolan	Carly	Teacher & Paraprofessional	C
Dunn	Thomas	Custodian	
Dunn	Ryan	Custodian	
Elsouccari	Zenab	Teacher & Paraprofessional	S
Falquez	Andrea	Teacher & Paraprofessional	C
Faraz	Sophia	Teacher & Paraprofessional	C
Farinacci	Anthony	Case Mgr/School Psychologist	S
Federico	Heather	Teacher/Para/Secretary	S
Fitzpatrick	Caitlin	Teacher & Paraprofessional	S
Flood	Susan	Teacher & Paraprofessional	C
Garafalo	Sara	Teacher & Paraprofessional	C
Giudice	Olimpia	Teacher & Paraprofessional	C
Gordon	Frances	Teacher & Paraprofessional	C
Goyal	Surabhi	Teacher & Paraprofessional	C
Griffin	Walter	Custodian	
Ho	Linda	Teacher & Paraprofessional	S
Hoffman	Danielle	Teacher & Paraprofessional	S
Hubbard	Fernanda	Teacher/Para/Secretary/LA	C
James	Tamara	Teacher & Paraprofessional	C
Jareck	Pat	Teacher & Paraprofessional	S
Khalessi	Saghar	Teacher & Paraprofessional	C
Kleinman	Helaine	Teacher & Paraprofessional	C
Kostenko	Chris	Teacher & Paraprofessional	S
Kotsopulos	Sofia	Teacher & Paraprofessional	C
Kovar	Beth	Teacher & Paraprofessional	S
Lagomarsino	Jacqueline	Teacher & Paraprofessional	C
LaSpina	Amanda	Teacher & Paraprofessional	S
Levine	Mary A.	LEAP Co-Coordinator	
Lieberman	Milana	Teacher & Paraprofessional	C
Mark	Elissa	Teacher & Paraprofessional	C
Martino	Adriana	Teacher & Paraprofessional	C

LAST NAME	FIRST NAME	SUBJECTS	CRT
McDermott	Jennifer	Teacher & Paraprofessional	C
McElroy	Regina	Teacher & Paraprofessional	C
McGovern	Cheryl	Teacher & Paraprofessional	C
Medina	Sherika	Teacher & Paraprofessional	C
Merritt	Catherine	Teacher/Para/Secretary	C
Mezzatesta	Nancy	Teacher & Paraprofessional	C
Miller	David	Custodian	
Miller	Jared	Custodian	
Milston	Rachel	Teacher & Paraprofessional	C
Mulhern	Maureen	Teacher & Paraprofessional	C
Murphy	Justina	Teacher & Paraprofessional	S
Nagy	Rachel	Teacher & Paraprofessional	S
Nelson	Maritza	Teacher & Paraprofessional	C
Ng	Melissa	Teacher & Paraprofessional	C
O'Connor	Sean	Teacher & Paraprofessional	C
O'Hea	Griffin	Custodian	
Pena	Chelsea		
Pestronk	Isabel	Teacher/Para/HI	S
Piazza	Emma	Teacher & Paraprofessional	C
Quinones	April	Teacher & Paraprofessional	C
Radicke	Lynn	Teacher & Paraprofessional	S
Ranges	Robyn	Nurse	C
Rauch	Christa	Teacher & Paraprofessional	C
Reicher	Abby	Teacher & Paraprofessional	C
Reinke	Elaina	Para	
Richardson	Nadege	Teacher & Paraprofessional	C
Rodda	Eileen	Teacher & Paraprofessional	S
Rohdieck	Kristen	Teacher & Paraprofessional	C
Rosenkrantz	Jamie	Teacher & Paraprofessional	C
Rybak	Kelly	Teacher & Paraprofessional	S
Salvatore	Kristen	Teacher & Paraprofessional	C

LAST NAME	FIRST NAME	SUBJECTS	CRT
Schaffer	Jennifer	Teacher & Paraprofessional	C
Scotti	Karen	Teacher & Paraprofessional	C
Shenouda	Ghada	Teacher & Paraprofessional	C
Silverman	Anne M.	LEAP Co-Coordinator	C
Simpson	Tyler	Teacher & Paraprofessional	C
Soojian	Sarah	Teacher & Paraprofessional	C
Stevens	Carol	Teacher & Paraprofessional	S
Stone	Howard	Teacher & Paraprofessional	C
Sullivan	Susan	Teacher & Paraprofessional	C
Swart	Adam	Teacher & Paraprofessional	S
Targove	Kristen	Teacher & Paraprofessional	C
Wachino	Lisa	Teacher & Paraprofessional	C
Waldbaum	Jennifer	Teacher & Paraprofessional	S
Wehrle	Jennifer	Teacher & Paraprofessional	C
Weinberg(Savitzky)	Michele	Teacher/Para/Home Instructio	S
Yuhas	Renee	Teacher & Paraprofessional	C

2022-2023 Substitute Rates/Payroll Calculations Upper Saddle River Schools

§SUBSTITUTE TEACHERS/PARAPROFESSIONALS	\$120/day
<i>(Substitutes holding a NJ State or county substitute teaching certificate)</i>	
§SUBSTITUTE PARAPROFESSIONALS	\$90/day
<i>(Substitute paraprofessionals NOT holding a NJ State or county substitute teaching certificate)</i>	
#School Nurse	\$150 /day
≈HOME INSTRUCTION TEACHERS	\$40/hour
§SUBSTITUTE SEC/CLERICAL	\$14/hour
SUBSTITUTE LUNCH AIDE	\$10/hour
§SUBSTITUTE CUSTODIAN	\$14/hour

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Must hold a state or county school nurse teaching certificate and RN license.

≈Must hold a state teaching certificate.

The following data is to be used to calculate payroll. Lunch is included in hours per day.

Teachers/School Nurse	186 days	7.67 hours/day	1,426 hours/year
RN	185 days	7.5 hours/day	1,387.5 hours/year
Behaviorist	186 days	7.67 hours/day	1,426 hours/year
Paraprofessionals	182 days	6.92 hours/day	1,259.44 hours/year
ABA Instructors	182 days	7.67 hours/day	1,395.94 hours/year
Campus Aides	182 days	4.5 hours/day	819 hours/year
Lunchroom Aides	180 days	2.25 hours/day	405 hours/year
Secretaries/Clerical/District Administrative Staff (12 month)	260 days	7.5 hours/day	1,950 hours/year
BOE Front Office Secretary (12 month)	260 days	8 hours/day	2,080 hours/year
Custodians/Network Techs.	260 days	8 hours/day	2,080 hours/year

§Change from 2021/2022

Approved: June 13, 2022

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Program
2415.04/Page 1 of 10

TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

2415.04 TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

M

TITLE I – DISTRICT-WIDE PARENT AND FAMILY ENGAGEMENT (M)

2415.04

M

~~In Specific details for all parent meetings, classroom/instructional opportunities, parent workshops, and discussion forums can be found on our district website.~~

-

~~GENERAL EXPECTATIONS~~

-

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

A. General Expectations

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

a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all ~~of~~ its schools with Title I, Part A programs, consistent with Section ~~11181116~~ of the ~~Elementary and Secondary Education Act (ESEA). Those. These~~ programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.

-

b. Consistent with Section ~~11181116~~ of the ~~ESEA~~, the school district will work with its schools to ensure that the required school-level ~~parental involvement~~ parent and family engagement policies meet the requirements of Section ~~11181116~~(b) of the ESEA, and each



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

include, as a component, a school-parent compact consistent with Section ~~1118~~1116(d) of the ESEA.

c. The school district will incorporate this ~~District-Wide-Parental Involvement Policy~~district-wide parent and family engagement policy into its school district's plan developed under Section 1112 of the ESEA.

d. In carrying out the Title I, Part A ~~parental involvement~~parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under Section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.

e. If the school district's plan for Title I, Part A, developed under Section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan ~~when the school district submits the plan~~to if requested by the New Jersey Department of Education: (NJDOE).

f. The

~~In the event the school district is required to reserve and spend at least one percent of the district's Title I, Part A allocation, the~~ school district will involve the parents of children served in Title I, Part A schools in decisions about how ~~these~~the one percent of Title I, Part A funds ~~will be reserved for parent and family engagement is~~ spent, and will ensure that not less than ninety-five percent of the one percent ~~reserved~~reserve goes directly to the schools.

g. The school district will be governed by the following statutory definition of ~~parental involvement~~parent and family engagement, and expects that its Title I schools ~~in the district~~ will carry out



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

programs, activities, and procedures in accordance with this definition:

Parental involvement

(1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving ~~pupil~~student academic learning and other school activities, including ensuring-:

~~1.~~

(a) That parents play an integral role in assisting their child’s learning;

~~2.~~

(b) That parents are encouraged to be actively involved in their child’s education at school;

~~3.~~

(c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and

~~4.~~

(d) The carrying out of other activities, such as those described in Section ~~1118~~1116 of the ESEA.

~~In the event the State of New Jersey or the New Jersey Department of Education has~~

~~h. For states where~~ a Parental Information and Resource Center is established, the school district will inform parents and parental organizations of ~~its~~the purpose and existence of the Parental Information and Resource Center in the state.

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

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



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

1. The school district will take ~~action~~the following actions to involve parents in the joint development of its district-wide ~~parental involvement~~parent and family engagement plan under Section 1112 of the ESEA-:

(List actions)

a. _____

b. _____

c. _____

2. The school district will take ~~action~~the following actions to involve parents in the process of school review and improvement under Section 1116 of the ESEA-:

(List actions)

a. _____

b. _____

c. _____

3. The school district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective ~~parental involvement~~parent and family engagement activities to improve ~~pupil~~student academic achievement and school performance-:

(List activities)

a. _____

b. _____

c. _____

4. The school district will coordinate and integrate ~~parental involvement~~parent and family engagement strategies in Title I, Part A with ~~parental involvement~~parent and family engagement strategies ~~to be determined, if~~



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

necessary under the following other programs (Such as: Head Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and State-operated preschool programs), by:

-(List actions)

a. _____

b. _____

c. _____

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

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

a. _____

b. _____

c. _____

6. The school district will build the ~~school's~~schools' and ~~parent's~~parents' capacity for strong ~~parental involvement~~parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

~~pupil~~student academic achievement, through the following activities specifically described below:-

-
1

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

-

~~New Jersey's~~

(1) The challenging State academic ~~content~~ standards;

-

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

-

▲

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

-

▲

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

-

▲

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

-

▲

(5) How to work with educators.:

-

2(List activities, such as workshops, conferences, classes, both in-State and out-of-State, including any equipment or other materials that may be necessary to ensure success.)

(a) _____

(b) _____

(c) _____

- b. The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

training, and using technology, as appropriate, to foster ~~parental involvement.~~ parent and family engagement, by:

(List activities)

(1) _____

(2) _____

(3) _____

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

4(List activities)

(1) _____

(2) _____

(3) _____

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

5(List activities)

(1) _____

(2) _____



TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

(3) _____

- e. The school district will take ~~action~~the following actions to ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand.;

-
ADOPTION
-

~~This~~ (List actions)

(1) _____

(2) _____

(3) _____

C. Discretionary District-Wide Parental InvolvementParent and Family Engagement
Policy ~~will be developed jointly, and agreed on with parents of~~
~~children~~Components

1. The District-Wide Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under Section 1116(e) of the ESEA:

- a. Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training;
- b. Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training;
- c. Paying reasonable and necessary expenses associated with parent and family engagement activities, including transportation and child



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

care costs, to enable parents to participate in school-related meetings and training sessions;

d. Training parents to enhance the involvement of other parents;

e. In order to maximize parent and family engagement and participation in their children's education, arranging school meetings at a variety of times, or conducting in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend those conferences at school;

f. Adopting and implementing model approaches to improving parent and family engagement;

g. Establishing a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs—;

h. Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parent and family engagement activities; and

i. Providing other reasonable support for parent and family engagement activities under Section 1116 as parents may request.

D. Adoption

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

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United States Department of



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

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TITLE I – DISTRICT-WIDE PARENTAL INVOLVEMENT (M)

Elementary and Secondary Education Non-Regulatory Act, Title I, Section 1116(a)(2)
Guidance—Appendix D—District-Wide Parental Involvement Policy.

-
-

Adopted: 19 May 2008
Revised: 28 March 2011
Revised: 8 February 2016

Revised:



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Program
2415.50/Page 1 of 10
TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

2415.50 TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

M

A. District Expectations

1. In accordance with the requirements of Title I, Section 1116(a)(2), ESEA, the Board of Education agrees to implement the following statutory requirements:
 - a. The school district will put into operation programs, activities, and procedures for the involvement of parents in all its schools with Title I, Part A programs. These programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
 - b. The school district will work with its schools to ensure the required school-level parent and family engagement policies meet the Title I, Part A requirements, and include, as a component, a school-parent compact.
 - c. The school district will incorporate this School Parent and Family Engagement Policy into its district plan.
 - d. In carrying out the Title I, Part A parent and family engagement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
 - e. If the school district plan for Title I, Part A funds is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan upon request by the New Jersey Department of Education (NJDOE).
 - f. The school district will involve the parents of children served in Title I schools in decisions about how the one percent of Title I, Part



TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

A funds reserved for parent and family engagement is spent, and will ensure that not less than ninety percent of the one percent reserved goes directly to the schools. (Only applicable for districts with Title I, Part A allocations greater than \$500,000.)

- g. The school district will be governed by the following statutory definition of parent and family engagement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

- (1) “Parent and family engagement” means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring:

- (a) That parents play an integral role in assisting their child’s learning;
- (b) That parents are encouraged to be actively involved in their child’s education at school;
- (c) That parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child; and
- (d) The carrying out of other activities, such as those described in section 1116 of the ESEA.

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

B. School Parent and Family Engagement Policy Required Components

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

- a. _____



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UPPER SADDLE RIVER BOARD OF EDUCATION

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TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

- b. _____
- c. _____
2. The school will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under Title I, Part A, and to explain the requirements of this part and the right of the parents to be involved:
(Describe when and where the annual meeting will be held.)
- _____
- _____
3. The school will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under Title I, Part A, transportation, child care, or home visits, as such services relate to parent and family engagement:
(Describe how flexibility is provided.)
- _____
- _____
4. The school will provide the following necessary coordination, technical assistance, and other support to assist Title I schools in planning and implementing effective parent and family engagement activities to improve student academic achievement and school performance:
(List activities)
- a. _____
- b. _____
- c. _____
5. The school will build the schools' and parents' capacity for strong parent and family engagement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the



TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

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

- a. The school will, with the assistance of its Title I schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following:

- (1) The challenging, state academic standards;
- (2) The state and local academic assessments including alternate assessments;
- (3) The requirements of Title I, Part A;
- (4) How to monitor their child's progress; and
- (5) How to work with educators to improve the achievement of their children.

(List activities, such as workshops, conferences, classes, both in-state and out-of-state, including any equipment or other materials that may be necessary to ensure success.)

- (a) _____
- (b) _____
- (c) _____

6. The school will provide parents of participating children, if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.

- a. The school will, with the assistance of its Title I schools, provide materials and training to help parents work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parent and family engagement, by:

(List activities)



TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

(1) _____

(2) _____

(3) _____

- b. The school will, with the assistance of its Title I schools and parents, educate its teachers, student services personnel, principals, other school leaders, and other staff in how to reach out to, communicate with, and work with parents as equal partners, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners to implement and coordinate parent programs and build ties between parents and schools, by:

(List activities)

(1) _____

(2) _____

(3) _____

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

(List activities)

(1) _____

(2) _____

(3) _____

- d. The school will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in



TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:

(List actions)

(1) _____

(2) _____

(3) _____

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

(List activities)

a. _____

b. _____

c. _____

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

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

a. _____



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UPPER SADDLE RIVER BOARD OF EDUCATION

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TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

b. _____

c. _____

9. The school will take the following actions to involve parents in the process of school review and improvement:
(List activities)

a. _____

b. _____

c. _____

10. If the Annual School Plan (school-wide program plan) is not satisfactory to the parents of participating children, submit any parent comments on the Annual School Plan (ASP) when the school makes the plan available to the local educational agency:
(List actions)

a. _____

b. _____

c. _____

C. Shared Responsibilities for High Student Academic Achievement

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

a. _____

b. _____

c. _____



TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

D. Discretionary School Parent and Family Engagement Policy Components

1. The School Parent and Family Engagement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities:
 - a. Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
 - b. Provide necessary literacy training for parents from Title I, Part A funds received, if the school district has exhausted all other reasonably available sources of funding for such training.
 - c. Pay reasonable and necessary expenses associated with parent and family engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
 - d. Train parents to enhance the involvement of other parents.
 - e. In order to maximize parent and family engagement and participation in their children's education, arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school.
 - f. Adopt and implement model approaches to improve parent and family engagement.
 - g. Establish a district-wide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
 - h. Develop appropriate roles for community-based organizations and businesses in parent involvement activities.



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TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

- i. Provide other reasonable support for parent and family engagement activities under this section as parents may request:

(List actions)

(1) _____

(2) _____

(3) _____

E. Accessibility

1. In carrying out the parent and family engagement requirements of this part, districts and schools, to the extent practicable, shall provide full opportunities for the participation of parents of children with limited English proficiency, parents of children with disabilities, and parents of migratory children, including providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand:

(List actions)

a. _____

b. _____

c. _____

F. Adoption

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

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



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TITLE I – SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

Adopted:



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Program
2417/Page 1 of 2
STUDENT INTERVENTION AND REFERRAL SERVICES (M)

2417 STUDENT INTERVENTION AND REFERRAL SERVICES (M)

M

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

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

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

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

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

-
The I&RS Team in each school building shall review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan outcomes, and modify each action plan to achieve the outcomes, as appropriate.

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UPPER SADDLE RIVER BOARD OF EDUCATION

Program
2417/Page 2 of 2

STUDENT INTERVENTION AND REFERRAL SERVICES (M)

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

-

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

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

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Adopted:

Adopted: 19 May 2008

Revised: 20 October 2014

Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Teaching Staff Members
3161/Page 1 of 3
EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

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

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

A ~~requirement for~~ teaching staff member that is required to undergo a physical and/or mental psychiatric examination shall be ~~made known to the employee by written notice setting forth the nature of the examination required, provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the reasons for the requirement, and a statement offering the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to explain or refute those the reasons, for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the notice.~~

written statement of reasons. A teaching staff member who fails shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request an appearance hearing before the Board within the time permitted or, having appeared before the Board, fails or failed to persuade the Board that he/she at the hearing that the teaching staff member should not be required to submit to the required examination shall be ordered to submit to an appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board and at the Board's. The examination may



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
3161/Page 2 of 3
EXAMINATION FOR CAUSE

be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense; in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.

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

-

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

-

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

-

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



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

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

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

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Adopted: 19 May 2008

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Teaching Staff Members
3230/Page 1 of 2
OUTSIDE ACTIVITIES

3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside their job responsibilities in the school district. The Board believes the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine if activities outside the teaching staff member's job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members shall not devote time during their work day to an outside private enterprise, business, or business organization. They shall not solicit or accept customers for a private enterprise, business, and/or business organization on school grounds during their work day without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent
3. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
4. Teaching staff members shall not send campaign literature home with students, or request, direct, or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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OUTSIDE ACTIVITIES

5. Teaching staff members shall not privately tutor students for compensation that are currently enrolled in their classes or **programs, including academic subjects, the arts, sports, counseling, and related services.**; ~~and shall follow the guidelines for tutoring provided by the superintendent annually.~~
6. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4
N.J.S.A. 19:1.1 et seq.

Adopted: 19 May 2008
Revised: 25 February 2013
Revised:
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UPPER SADDLE RIVER BOARD OF EDUCATION

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Teaching Staff Members
3232/Page 1 of 1
TUTORING SERVICES

3232 TUTORING SERVICES

School staff members routinely provide time beyond their assigned responsibilities to students who need additional help in their academic **and non-academic** programs. This additional help is provided by a staff member on school grounds during their workday or immediately before or after school hours. The time a staff member provides additional help to a student is an extension of their assigned school district responsibilities and a staff member may not charge a fee for providing this additional help to students.

The Board of Education assumes no responsibility, liability, or obligations for the selection of the private tutor or the quality of the private tutoring services. **Certified** school staff members ~~shall not~~ **are not permitted to** provide private tutoring services for a fee or any compensation to any student that is currently enrolled in their classes or **programs, including academic subjects, the arts, sports, counseling, and related services.** ~~or on their grade level and must adhere to the attached tutoring guidelines distributed on September 1, 2014.~~ **All private, fee-based tutoring services must occur outside of contractual hours.** Staff members are prohibited from using school owned materials, including computer software and technological resources, while tutoring children for private gain. Staff members providing fee-based tutoring in a private relationship cannot influence or take part in school-based decisions directly impacting the child.

Adopted: 16 June 2014
Revised: 20 October 2014
Revised:

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DRAFT

Support Staff
4161/Page 1 of 3
EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

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

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

-
A ~~requirement for~~ support staff member that is required to undergo a physical and/or mental ~~psychiatric~~ examination shall be ~~made known to the employee by written notice setting forth the nature of the examination required, provided a written statement of reasons for the required examination(s) and notice the support staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the reasons for the requirement, and a statement offering the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to explain or refute those~~ the reasons, for the required examination(s), provided any such hearing is requested by the support staff member in writing within five working days of the support staff member's receipt of the notice.

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written statement of reasons. A support staff member who fails ~~shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request an appearance a hearing before the Board within the time permitted or, having appeared before the Board, fails or failed to persuade the Board that he/she at the hearing that the support staff member should not be required to submit to the required examination shall be ordered to submit to an appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board ~~and at the Board's.~~ The examination may



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

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

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

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

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

-

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



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member.

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

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42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-~~3~~; 18A:16-4;

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.~~2~~; 6A:32-6.3

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Adopted: 19 May 2008



POLICY

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UPPER SADDLE RIVER BOARD OF EDUCATION

Students
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HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING (M)

5512 HARASSMENT, INTIMIDATION, AND BULLYING

M

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HARASSMENT, INTIMIDATION, AND BULLYING (M)

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

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

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

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



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

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- 2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
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- 3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
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- a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her/their person or damage to his/her/their property; or
-

- b. Has the effect of insulting or demeaning any student or group of students; or
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- c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.
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Schools are required to address harassment, intimidation, and bullying occurring off school grounds, when there is a nexus between the harassment, intimidation, and bullying and the school (e.g., the harassment, intimidation, or bullying substantially disrupts or interferes with the orderly operation of the school or the rights of other students).

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"Electronic communication" means a communication transmitted by means of an electronic device, including, but not limited to: - a telephone, cellular phone, computer, or pager.

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C. Student Expectations

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

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The Board believes that standards for student behavior must be set cooperatively through interaction among the students, parents, school employees, school



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administrators, school volunteers, and community representatives, producing an atmosphere that encourages students to grow in self-discipline.- The development of this atmosphere requires respect for self and others, as well as for school district and community property on the part of students, staff, and community members.

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

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

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

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, students, instructional staff, student support services staff, school administrators, and school volunteers, as well as community organizations, such as faith-based, health and human service, business and law enforcement, in the development of this Policy.- Based on locally determined and accepted core ethical values adopted by the Board, pursuant to N.J.A.C. 6A:16-7.1(a)2, the Board must develop guidelines for student conduct pursuant to N.J.A.C. 6A:16-7.1.- These guidelines for student conduct will take into consideration the developmental ages of students, the severity of the offenses and students' histories of inappropriate behaviors, and the mission and physical facilities of the individual school(s) in the district.- This Policy requires all students in the district to adhere to the rules established by the



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school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.-

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

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

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

D. Consequences and Appropriate Remedial Actions

~~Consequences and Appropriate Remedial Actions – Students~~

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

Consequences – Students

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

6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature



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of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in conjunction with remediation and not be relied upon as the sole intervention approach.

Factors for Determining Consequences – Student Considerations

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

Factors for Determining Consequences – School Considerations

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

Examples of Consequences

1. Admonishment;
2. Temporary removal from the classroom;
3. Deprivation of privileges;
4. Classroom or administrative detention;
5. Referral to disciplinarian;
6. In-school suspension;
7. Out-of-school suspension (short-term or long-term);



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8. Reports to law enforcement or other legal action; or
9. Expulsion.

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

Appropriate Remedial Actions – Students

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

~~Factors for Determining Consequences – Student Considerations~~

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

~~Factors for Determining Consequences – School Considerations~~

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



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~~5. Alignment with Board policy and regulations/procedures.~~

Factors for Determining Remedial Measures

Personal

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

Environmental

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

~~Consequences for a student who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct pursuant to N.J.A.C. 6A:16-7.1. Consequences for a student who commits an act of harassment, intimidation, or bullying are those that are varied and graded according to the nature of the behavior; the nature of the student's disability, if any, and to the extent relevant; the developmental age of the student; and the student's history of problem behaviors and performance consistent with the Board's approved Code of Student Conduct and N.J.A.C. 6A:16-7, Student Conduct. The use of negative consequences should occur in~~



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~~conjunction with remediation and not be relied upon as the sole intervention approach.~~

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

~~Examples of Consequences~~

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

Examples of Remedial Measures

Personal – Student Exhibiting Bullying Behavior

1. Develop a behavioral contract with the student.
_____ Ensure the student has a voice in the outcome and
_____ can identify ways ~~he or she~~they can solve the problem and
_____ change behaviors;
2. Meet with parents to develop a family agreement to
_____ ensure the parent and the student understand
_____ school rules and expectations;
3. Explain the long-term negative consequences of
_____ harassment, intimidation, and bullying on all involved;
4. Ensure understanding of consequences, if
_____ harassment, intimidation, and bullying behavior
_____ continues;
5. Meet with school counselor, school social
_____ worker, or school psychologist to decipher
_____ mental health issues (e.g., what is happening and why?);
6. Develop a learning plan that includes consequences ~~and skill building;~~
_____ and skill building;



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7. Consider wrap-around support services or after-school programs or services;
8. Provide social skill training, such as impulse control, anger management, developing empathy, and problem solving;
9. Arrange for an apology, preferably written;
10. Require a reflective essay to ensure the student ~~understands the impact of his or her actions on others;~~
understands the impact of their actions on others;
11. Have the student research and teach a lesson to the class about bullying, empathy, or a similar topic;
12. Arrange for restitution (i.e., compensation, reimbursement, amends, repayment), particularly when personal items were damaged or stolen;
13. Explore age-appropriate restorative (i.e., healing, ~~curative, —recuperative~~ ~~practices; and~~
curative, recuperative) practices; and
14. Schedule a follow-up conference with the student.

Personal – Target/Victim

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

Parents, Family, and Community

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



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

1. Analysis of existing data to identify bullying issues and concerns;
2. Use of findings from school surveys (e.g., school climate surveys);
3. Focus groups;
4. Mailings – postal and email;
5. Cable access television;
6. School culture change;
7. School climate improvement;
8. Increased supervision in “hot spots” ~~(e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);~~
(e.g., locker rooms, hallways, playgrounds, cafeterias, school perimeters, buses);
9. Adoption of evidence-based systemic bullying prevention practices and programs;
10. Training for all certificated and non-certificated staff to teach effective prevention and intervention skills and strategies;
11. Professional development plans for involved staff;
12. Participation of parents and other community ~~members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;~~
members and organizations (e.g., Parent Teacher Associations, Parent Teacher Organizations) in the educational program and in problem-solving bullying issues;
13. Formation of professional learning communities to address bullying problems;
14. Small or large group presentations for fully addressing the actions and the school’s response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions;
15. School policy and procedure revisions;
16. Modifications of schedules;
17. Adjustments in hallway traffic;
18. Examination and adoption of educational practices ~~for actively engaging students in the learning process and in bonding students to pro-social institutions and people;~~



- for actively engaging students in the learning process and in bonding students to pro-social institutions and people;
19. Modifications in student routes or patterns traveling to and from school;
 20. Supervision of student victims before and after school, including school transportation;
 21. Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
 22. Targeted use of teacher aides;
 23. Disciplinary action, including dismissal, for school ~~staff who contributed to the problem;~~
staff who contributed to the problem;
 24. Supportive institutional interventions, including participation in the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 25. Parent conferences;
 26. Family counseling;
 27. Development of a general harassment, ~~intimidation, and bullying response plan;~~
intimidation, and bullying response plan;
 28. Behavioral expectations communicated to students and parents;
 29. Participation of the entire student body in problem-solving harassment, intimidation, and bullying issues;
 30. Recommendations of a student behavior or ethics council;
 31. Participation in peer support groups;
 32. School transfers; and
 33. Involvement of law enforcement officers, ~~including school resource officers and juvenile officers or other appropriate legal action.~~
including school resource officers and juvenile officers or other appropriate legal action.

Consequences and Appropriate Remedial Actions – Adults

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



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

Target/Victim Support

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

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

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

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

E. Harassment, Intimidation, and Bullying Reporting Procedure

The Board of Education requires the Principal at each school to be responsible for receiving complaints alleging violations of this Policy.- All Board members, school employees, and volunteers and contracted service providers who have contact with students are required to verbally report alleged violations of this Policy to the Principal or the Principal's designee on the same day when the individual witnessed or received reliable information regarding any such incident.- All Board members,



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school employees, and volunteers and contracted service providers who have contact with students, also shall submit a report in writing to the Principal within two school days of the verbal report.- The written report shall be on a numbered form developed by the New Jersey Department of Education in accordance with N.J.S.A. 18A:37-15.b.(5). A copy of the form shall be submitted promptly by the Principal to the Superintendent.

- The Principal or designee will inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.- The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents. The Principal or designee shall take into account the circumstances of the incident when providing notification to parents of all students involved in the reported harassment, intimidation, or bullying incident and when conveying the nature of the incident, including the actual or perceived protected category motivating the alleged offense.- The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

- Students, parents, and visitors are encouraged to report alleged violations of this Policy to the Principal on the same day when the individual witnessed or received reliable information regarding any such incident.-

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

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

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

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



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anonymous reporting, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

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

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

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

The district Anti-Bullying Coordinator shall:

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



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school psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
- b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
- c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.

3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

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



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

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

G. Harassment, Intimidation, and Bullying Investigation

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

Principal's Preliminary Determination

However, prior to initiating the investigation, the Principal or designee, in consultation with the Anti-Bullying Specialist, may make a preliminary determination as to whether the reported incident or complaint, assuming all facts presented are true, is a report within the scope of the definition of harassment, intimidation, and bullying under the Anti-Bullying Bill of Rights



Act, N.J.S.A. 18A:37-14. The Superintendent or designee may sign-off on the preliminary determination.

The Principal shall report to the Superintendent if a preliminary determination is made that the reported incident or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying. The Superintendent may require the Principal to conduct an investigation of the incident if the Superintendent determines that an investigation is necessary because the incident is within the scope of the definition of harassment, intimidation, and bullying. The Superintendent shall notify the Principal of this determination in writing. An investigation required by the Superintendent must be completed as soon as possible, but not later than ten school days, from the date of the written notification from the Superintendent to the Principal.

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

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

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

The Superintendent shall provide annually to the Board of Education information on the number of times a preliminary determination was made that an incident or complaint was outside the scope of the definition of harassment, intimidation, or



bullying for the purposes of the State's monitoring of the school district pursuant to N.J.S.A. 18A:17-46.]

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

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

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

The Superintendent shall report the results of each investigation to the Board of Education no later than the date of the regularly scheduled Board of Education meeting following the completion of the investigation. The Superintendent's report shall include information on any consequences imposed under the Code of



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Student Conduct, any services provided, training established, or other action taken or recommended by the Superintendent.

Parents of involved student offenders and targets/victims shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents shall include the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, and whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board of Education.

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

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

A parent, student, or organization may file a complaint with the Division on Civil Rights within one hundred eighty days of the occurrence of any incident of harassment, intimidation, or bullying based on membership in a protected group as



HARASSMENT, INTIMIDATION, AND BULLYING (M)

enumerated in the "Law Against Discrimination," P.L.1945, c.169 (C.10:5-1 et seq.).

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

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

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

1. Individual responses can include consistent and appropriate positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) intended to remediate the problem behaviors.
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays (when implemented with sensitivity to a student's situation or involvement with harassment, intimidation, and bullying), research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, "acts of kindness" programs or awards, use of student survey data to plan prevention and intervention programs and activities, social norms campaigns, posters, public service announcements, "natural helper" or peer



leadership programs, “upstander” programs, parent programs, the dissemination of information to students and parents explaining acceptable uses of electronic and wireless communication devices, and harassment, intimidation, and bullying prevention curricula or campaigns.

4. District-wide responses can comprise of adoption of school-wide programs, including enhancing the school climate, involving the community in policy review and development, providing professional development coordinating with community-based organizations (e.g., mental health, health services, health facilities, law enforcement, faith-based organizations), launching harassment, intimidation, and bullying prevention campaigns.

I.- Reprisal or Retaliation Prohibited

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

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

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

Remedial measures may include, but not be limited to:- in or out-of-school counseling, professional development programs, and work environment modifications.



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

J. Consequences and Appropriate Remedial Action for False Accusation

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

1. Students - Consequences and appropriate remedial action for a student found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. — 18A:37-1 et seq., Discipline of Students and as set forth in N.J.A.C. 6A:16-7.2, Short-term Suspensions, N.J.A.C. 6A:16-7.3, Long-term Suspensions and N.J.A.C. 6A:16-7.54, Expulsions and those listed and described in the Consequences and Appropriate Remedial Actions section of this Policy. -
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could entail discipline in accordance with district policies, procedures, and agreements which may include, but not be limited to: - reprimand, suspension, increment withholding, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. - Remedial measures may include, but not be limited to: - in or out-of-school counseling, professional development programs, and work environment modifications. -
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer found to have falsely accused another as a means of harassment, intimidation, or bullying or as a means of retaliation could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services. - Remedial measures may include, but not be limited to: in or out-



HARASSMENT, INTIMIDATION, AND BULLYING (M)

of-school counseling, professional development programs, and work environment modifications.

K. Harassment, Intimidation, and Bullying Policy Publication and Dissemination

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

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

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

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

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

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

The Superintendent and Principal(s) shall provide training on the school district's Harassment, Intimidation, and Bullying Policy to current and new



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school employees; including administrators, instructors, student support services, administrative/office support, transportation, food service, facilities/maintenance; contracted service providers; and volunteers who have significant contact with students; and persons contracted by the district to provide services to students.- The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying.

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

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

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

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

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

The school district and each school in the district will annually establish, implement, document, and assess harassment, intimidation, and bullying prevention programs or approaches, and other initiatives in consultation with



HARASSMENT, INTIMIDATION, AND BULLYING (M)

school staff, students, administrators, volunteers, parents, law enforcement, and community members.- The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, and bullying in accordance with the provisions of N.J.S.A. 18A:37-17~~-et seq.-~~.

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

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

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

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

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

O. School and District Grading Requirements

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

P. Reports to Law Enforcement



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

Some acts of harassment, intimidation, and bullying may be bias-related acts and ~~potentially bias crimes and~~ school officials must report to law enforcement officials ~~either serious~~any bias related acts ~~or those which may be part of a larger pattern,~~ in accordance with N.J.A.C. 6A:16-6.3(e), and pursuant to the provisions of the Memorandum of Agreement Between Education and Law Enforcement Officials.

Q. Collective Bargaining Agreements and Individual Contracts

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

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

R. Students with Disabilities

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

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

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



HARASSMENT, INTIMIDATION, AND BULLYING (M)

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

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N.J.S.A. 18A:37-13 through 18A:37-~~32~~37

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

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

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

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Adopted: 20 June 2011

Revised: 19 September 2011

Revised: 18 November 2013

Revised: 17 September 2018



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MAINTENANCE AND REPAIR (M)

7410 MAINTENANCE AND REPAIR (M)

M

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

The Board will

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

~~Required maintenance activities, in accordance with N.J.A.C. 6A:26A-2.1, are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems.~~

Expenditures

Required maintenance activities include those activities outlined in N.J.A.C. 6A:26-20.3. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:~~26A-2.1~~26-20.3 shall ~~be accounted~~ qualify as investments in maintenance for in accordance with purposes of calculating the requirements of required maintenance expenditure in N.J.A.C. 6A:~~26A-2.2.~~

~~-26-20.4(d) and (e), the~~

The required annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.



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

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

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

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

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N.J.S.A. 18A:~~7G-9~~; 18A:17-49; 18A:17-50;

18A:18A-43; 18A:21-1

N.J.A.C.- 6A:23A-6.9; 6A:~~26A26~~-1.1 et seq.; 6A:26-20.3;

6A:26-20.4; 6A:26-20.5; 6A:26-20.6; 6A:26-20.8

Adopted: 16 June 2008

Revised: 20 October 2008



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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 will develop and implement comprehensive written plans, procedures, and mechanisms to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families.

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“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.-

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

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

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



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

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

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

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

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

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

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

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

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

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

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EMERGENCY AND CRISIS SITUATIONS (M)

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

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

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18A:41-7a.

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

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Adopted: 16 June 2008

Revised: 18 October 2010

Revised: 28 March 2011

Revised: 8 February 2021

Revised: 15 November 2021



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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

The Board of Education ~~acknowledges the law compelling school attendance vests in the Board a custodial responsibility for the children in its charge and a duty to protect those children from persons not associated with the school district.~~

~~The Board further~~ recognizes that ~~its interest in keeping students and staff safe and~~ helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1 ~~et seq.~~ to ensure cooperation between school staff and law enforcement ~~officials~~ authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances, including anabolic steroids, as defined in N.J.S.A. 24:21-2; ~~including anabolic steroids, and N.J.S.A. 2C:35-2,~~ drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages ~~and/or;~~ firearms, as defined in subsection N.J.S.A. 2C:39-1.f. of N.J.S.A. 2C:39-1.(f); and other deadly weapons as defined in N.J.S.A. 2C:39-1.(r) ~~and in the planning and conduct of law enforcement activities and operations occurring on school property, including arrest procedures and undercover school operations. The Board directs the Superintendent to institute a program of such communication and cooperation.~~

The Board -

adopts Policy and Regulation 9320, as adopted by the Board, will in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

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

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



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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 ~~have been developed and approved by the Board to protect the interests of pupils and serve the legitimate needs of law enforcement~~ are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1 ~~et seq.~~

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N.J.A.C. 6A:16-6.1 et seq2; 6A:16-6.4.

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Adopted: 16 June 2008



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UPPER SADDLE RIVER BOARD OF EDUCATION

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FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING
(M)

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

M

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

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

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



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

- i.- A description of the work requested;
- j.- A projection of the materials and supplies needed for the work;
- k. The estimated manlabor hours needed to complete task;
- l.- The name of the work order assigner; and
- m. The name of the employee(s) working on the order.

3. The work order system shall include the following close-out information for each request for work:

- a. The actual hours worked by date for each assigned staff member;
- b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
- c. The aggregate cost of labor by regular, over-time, and total;
- d. The actual materials and supplies needed to complete the work order;
- e. Actual cost of materials and supplies; and
- f.- The name of the employee responsible for attesting that the job was completed satisfactorily.

4. Except wherewhen prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.

5. WhereIf, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be



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

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

Adopted: 13 December 2010



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R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

A. ~~Relations with Local Police Department -Policy 9320 and~~

~~1. The Principal of each school will endeavor to establish a continuing cooperative relationship with the law enforcement officers that serve the area in which the school is located.~~

~~2. Local police officers will be encouraged to visit the school on regular tours of duty so that their presence in the school is helpful and non-threatening.~~

~~3. Police should be encouraged to take active roles as resource persons in school programs in order to bring them into direct contact with pupils and to impress pupils with the positive aspects of police protection and security. Police officers may be invited to participate in such programs as driver education, substance abuse, and health/family life education.~~

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

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

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

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

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

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

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

~~1. Police may be summoned to the school by the Principal or, in the absence of the Principal, the staff member in charge of the school building. If the~~



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

~~-be~~

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

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

~~a. When an incident involving the suspected or actual use, possession, or distribution of alcohol or a controlled dangerous substance, including anabolic steroids, drug paraphernalia or a firearm or other deadly weapon occurs, in accordance with Regulation No. 5530;~~

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

~~-the provisions of N.J.~~

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

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

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

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

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

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



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

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

~~a. The name and title of the caller;~~

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

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

~~C. 6A:16-~~

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

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

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

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

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

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

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

~~-2, the Memorandum of Agreement between~~

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

~~D. Police Investigations in the School~~

~~1. The Principal shall demand proper identification of any individual who represents him/herself as a police officer before the Principal permits any~~



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~~investigation to go forward. The Principal may verify this identification with the Police Department or the law enforcement agency that the individual claims to represent.~~

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

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

~~b. A request for access to district or Board of Education and Law Enforcement Officials (MOA), and shall be:~~

~~1. records that are classified as confidential by Policy No. 8310 shall be reported to the Superintendent or Board Secretary, who will determine Developed, implemented, and revised, as necessary, in consultation with the Board Attorney, whether or not to release the record.~~

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

~~(1) The employee concerned has consented to inspection of his/her file, or~~

~~(2) The law enforcement officer presents a warrant authorizing a search or certain confidential records from the file.~~

~~(3) The Superintendent may consult with the Board Attorney prior to releasing any personnel records that are classified as confidential.~~

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

~~(1) The adult pupil concerned or parent(s) or legal guardian(s) of the minor pupil concerned has consented in writing to the inspection; or~~



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~~(2) The police officer presents to the Superintendent a court order authorizing access to the record; or~~

~~(3) The adult pupil concerned or parent(s) or legal guardian(s) of the minor pupil concerned has been given at least three days written notice of the name of the requesting agency and the records requested and has not obtained a judicial order barring access.~~

~~(4) The Superintendent may consult with the Board Attorney prior to releasing any pupil records that are classified as confidential.~~

~~3. A request by county prosecutor and other law enforcement officials as may be designated by the county prosecutor;~~

~~2. to interrogate pupils, on school premises or while under the protection of the school, shall be handled as follows:~~

~~a. The police officer shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school-sponsored trip or at a school-sponsored event.~~

-Reviewed

~~b. The Principal shall ask the police officer to delay the interrogation or conduct the interrogation away from school. In general, it should not be necessary to conduct an interrogation in school unless the matter involves:~~

~~(1) A crime committed in school; or~~

~~(2) An investigation that would be compromised without the interrogation in school; or~~

~~(3) An endangerment to the lives or safety of pupils or other persons; or~~



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~~(4) Other reasons law enforcement officials believe an interrogation must be conducted in school and cannot wait until the pupil is away from school.~~

~~e. The Principal shall make every reasonable effort to notify the pupil's parent(s) or legal guardian(s) of the request by law enforcement officials to interrogate the pupil while in school to receive the parent's or legal guardian's consent to permit the pupil to be interrogated before the interrogation.~~

~~(1) The Principal will permit the interrogation if the parent(s) or legal guardian(s) consents to the interrogation.~~

~~(2) The Principal will delay the interrogation in the event the parent(s) or legal guardian(s) requests to be present during the interrogation.~~

~~(3) The Principal will deny the law enforcement official an interrogation if the parent(s) or legal guardian(s) cannot be contacted or if the parent(s) or legal guardian(s) does not consent to the interrogation.~~

~~(4) In the event the interrogation is not deniedapproved by the Principal for the reasons in (3) above, the Principal will immediately contact theExecutive County Superintendent, who will contact the Board Attorney to determine the Principal's and school district's legal responsibilities under the circumstances of law enforcement's request for the pupil to be interrogated in school.~~

3. Made available annually to all school district staff, students, and parents;

4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and

5. Consistent with N.J.A.C. 6A:16-7, as appropriate.

B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:

1. -



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- d. ~~A pupil~~ The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;
3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:

 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;
 - b. School officials shall not be removed from school for interrogation unless:

 - (1) The pupil has been lawfully arrested; or
 - (2) The adult pupil or notify the student's parent(s) or legal guardian(s) when the student is the target of a minor pupil has consented to the removal the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:

a. -



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4. All searches and seizures ~~of pupils, their property and personal effects~~ conducted by school district staff ~~must~~shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985) ~~and in compliance with Policy No. 5770.~~

b. _____ -

a. ~~Any questions~~Questions concerning searches conducted by school officials shall be directed to the ~~County Prosecutor~~appropriate county prosecutor.

c. _____ -

b. ~~A school official~~School officials may request that law enforcement authorities assume responsibility for conducting ~~any~~any search or seizure.

e

d. No school district staff member ~~will~~shall impede ~~any~~any law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.

d

e. School district staff ~~will~~shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting ~~any~~any search or seizure.

e

f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement; drug-detection canines may ~~only~~ be undertaken with only the express permission of the ~~County Prosecutor~~county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.

g. _____ -

f. ~~Any questions~~Questions concerning the legality of ~~any~~any contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the ~~County Prosecutor~~county prosecutor or, in the case of a search, seizure, or arrest undertaken by the Division of Criminal



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Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;

5

6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:

a. The Superintendent and ~~Building~~ Principal ~~will~~shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.

b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.

c. The Superintendent and Principal shall ~~approve such~~not divulge information concerning an undercover ~~operations~~school operation to any person without the prior express approval of the county prosecutor or designee.

d. ~~notification to the~~ The Superintendent, Principal, or any other school district staff or Board of Education member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school



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community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;

8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2(a)6-i.

-, Policy and

- ~~b. All information relative to any undercover school operation shall be kept strictly confidential by the Superintendent and the Building Principal and may not be divulged to any person without the express approval of the County Prosecutor.~~

- ~~e. The Superintendent and/or Building Principal must immediately inform the County Prosecutor in the event it becomes known by such authorized school official(s) that any information regarding the existence of an undercover operation has been revealed.~~

6. ~~A request or attempt to arrest a pupil, on school premises or while under the protection of the school, shall be handled as follows:~~

- ~~a. The police officer shall be required to ask the Principal for access to the pupil, regardless of the pupil's location in or about school premises or on a school sponsored trip or at a school sponsored event.~~

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

- ~~(1) The Principal lawfully requests the removal of the pupil; or~~
~~(2) The officer has probable cause to arrest the pupil for a felony; or~~
~~(3) The officer has an arrest warrant or a judicial order requiring the custody of the pupil.~~



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

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

~~-Regulation 5530, and the MOA;~~

9. The procedures for and responsibilities of school district staff in notifying authorities

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

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

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

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

~~-laws prohibiting the possession; sale or other~~

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

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

~~1. Subject to the provisions of N.J.A.C. 6A:16-6.5, any staff member having reason to believe that a pupil or staff member has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids or drug paraphernalia, on or within 1,000 feet of the outermost boundary of the school property pursuant to N.J.S.A. 2C:35-7, shall report the matter as soon as possible to the Principal or, in the absence of the Principal, to the staff member responsible at the~~



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time of the alleged violation; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

a. ~~Either~~

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the Principal or MOA;

11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the responsible possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;

12. Provisions for in-service training of school district staff member shall notify concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;

13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;

14. An annual process for the Superintendent, who in turn shall notify the Police Department as soon as possible, and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;

~~b. The Superintendent will provide to the Police Department and/or County Prosecutor all known information concerning the matter, including the identity of the pupil or staff member involved.~~

~~c. The Superintendent and/or Principal will not disclose~~

15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and



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16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the identity of MOA.

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:

a. Whenever any pupil or school district staff member who has voluntarily sought treatment reason to believe a student is in possession of a controlled dangerous substance or related paraphernalia, or counseling for a substance abuse problem provided the pupil or staff member is not currently is involved or implicated in drug distribution activities, regarding controlled dangerous substances, pursuant to N.J.A.C. 6A:16-6.3;

b. -

d. An admission by a pupil or staff member in response to questioning initiated by Whenever any school district staff in the Principal or teaching staff member, or following the discovery of a controlled dangerous substance, including anabolic steroids or drug paraphernalia by the Principal or teaching staff member, shall not constitute a voluntary, self-initiated request for counseling and treatment.

2. The Principal, or in the absence of the Principal the staff member responsible at the time of the alleged violation, will report to the police department. Whenever any staff member their employment develops reason to believe that a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, or other deadly or other dangerous weapon, whether enumerated in N.J.S.A. 2C:39-1(f) or not, except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 U.S.C. section 921, has unlawfully been brought onto school property, or that any pupil or other person is in unlawful possession of a firearm or other deadly weapon, whether possessed on or off school property, or that any pupil grounds, a weapon was used in an assault against a student or other school personnel, or that



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any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school property grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 5.6(d)4 and 6.3(b);

c. _____ -

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

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

3. ~~The Superintendent and/or the Principal will immediately notify the Police Department whenever~~ Whenever any school district staff member in the course of his or her ~~their~~ employment develops reason to believe that ~~a pupil~~ anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the pupil person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);

d. _____ -

4. ~~The Superintendent and/or the Principal will immediately notify the Police Department whenever~~ Whenever any school employee ~~district staff~~ in the course of his or her ~~their~~ employment develops reason to believe that a crime involving sexual ~~contact~~ penetration or criminal sexual ~~conduct~~ contact has been committed on school property grounds, or by or against a pupil student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);

e. _____ -

5. ~~School employees will immediately notify the Principal and/or Superintendent when~~ Whenever any school district staff in the course of their employment ~~they develop~~ develops reason to believe that ~~a hate crime~~ an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;



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f. ~~Whenever any school district staff in the course of their employment develops reason to believe a "bias-related act" has been committed or is about to be committed on school property, or has been or is about to be committed by any pupil, whether on or off school property. This notification is required whether or not such offense was or is to be committed during school hours. This notification is also required if a pupil enrolled in the school has been or is about to become the victim of a hate crime, whether committed on or off school property or during school hours, grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and~~

~~g.~~

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

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

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

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

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

~~b. The school employee, Principal or designee shall safeguard the substance or paraphernalia against further use or destruction and shall secure the substance or paraphernalia until such time as the~~



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~~substance or paraphernalia can be turned over to the appropriate law enforcement officials.~~

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

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

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

~~d. The Principal will not disclose the identity of any pupil or staff member who on his or her own initiative turned over the substance or paraphernalia to a school employee, provided that there is reason to believe that the pupil or staff member was involved with the substance or paraphernalia for the purpose of personal use, not distribution activities, and further provided that the pupil or staff member agrees to participate in an appropriate treatment or counseling program.~~

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

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

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

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



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

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

~~1. All information concerning a pupil's or staff member's involvement in a school intervention or treatment program for substance abuse shall be kept strictly confidential, according to the requirements of 42 CFR Part 2 and N.J.S.A. 18A:40A-7.1 and 7.2C. 6A:16-11.1(a)3i. through iii.~~

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~~D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed in any way to authorize or require the transmittal of any prohibit school district staff from disclosing information or records which are in the possession of a substance abuse counseling or treatment program.~~

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

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

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

~~H. Records~~



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

~~32-7.2. The Principal shall record in writing and enter in the pupil's file:~~

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

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

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

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

~~e. An anecdotal description of the incident, including such information regarding its conduct as may be and 7.5(f), if necessary, to show that protect the pupil was fairly immediate health or unfairly treated safety of a student or other persons.~~

~~E.~~

~~I. In-Service Training~~

~~The Superintendent will develop, in conjunction with the Building Principal(s), the County Prosecutor's Office and the Police Department, in-service training for school staff regarding or designee shall annually review Policy 9320 and this Regulation 9320.~~

~~J. Agreement or Memorandum of Understanding With Law Enforcement~~

~~1. The Superintendent and Police Department will meet on a regular basis, or at least annually, as adopted by the Board to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented ensure each are in accordance with N.J.A.C. 6A:16-6.1 et seq the requirements outlined in the MOA.~~

~~2. Any Agreement or Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Prosecutor and County Superintendent of Schools.~~



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Issued: 13 December 2010

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Adopted:



POLICY

DRAFT

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Administration
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RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

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

M

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

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

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

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

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



RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

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

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

29 CFR §1910.502(q)

Adopted:

