

**BOARD OF EDUCATION
UPPER SADDLE RIVER, NEW JERSEY
REGULAR PUBLIC MEETING
Auditorium, Cavallini Middle School
392 West Saddle River Road
Monday, September 12, 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.

Upon being recognized, persons wishing to speak should stand and identify themselves by name and address; the speaker should direct his/her remarks to the presiding officer. Comments shall be limited to school-related issues and each speaker will limit his/her remarks to three minutes. If personal or discourteous statements are made, the presiding officer shall require the speaker to stop. No speaker may comment again until all those who wish to speak 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. Tedd |
| V. | PUBLIC COMMENT (limited to comments on agenda items only) | |
| VI. | PRESENTATIONS | |
| 1. | District Technology Update | Mr. Cazes |
| VII. | ADMINISTRATION | Dr. Siegel |

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

- A. Approve the updated Guide for Standard Operating Procedures and Internal Controls.

- B. Approve the following Resolution:

RESOLUTION

Submission of Comprehensive Maintenance Plan

WHEREAS, the Department of Education requires New Jersey School Districts to submit three year maintenance plans documenting “required” maintenance activities for each of its public school facilities; and

WHEREAS, the required maintenance activities as listed in the attached document for the various school facilities of the Upper Saddle River School District are consistent with these requirements; and

WHEREAS, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid;

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Schools hereby authorizes the school business administrator to submit the attached Comprehensive Maintenance Plan for the Upper Saddle River School District in compliance with Department of Education requirements.

- C. Approve the following Board Resolution:

The District’s required maintenance activities are reasonable to keep a school facility open and safe for use in its original condition in order to maintain the validity of their warranties.

- D. Approve the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance for the 2022/23 school year.

- E. Approve the AchieveNJ Equivalency Application to meet the Administrative Code 6A:10-4.4(c), while implementing the Marshall’s Teacher Evaluation System in a more efficient manner.

- F. Approve the District Goals for the 2022/23 school year:

1. Evaluate and refine practices with district personnel to increase capacity and support toward recruitment, hiring, and retention of a diminished educational labor force.
2. Use existing data and information to guide a well-balanced approach to support staff members and students on matters related to behavior, mental health, and issues complicated by internal and external challenges of schools today.
3. Enhance the school, classroom, and district culture to promote the individual and unifying dimensions of identity, shared values, diversity, and community through refinement to classroom practices, school facilities/environment, and leadership
4. Evaluate and create opportunities for student voice and input into the appropriate matters related to classroom learning, curricula/programs, school culture/environment, and governance.

- G. Approve all K-8 course proficiencies for the 2022/23 school year for the following content areas:

1. Community Circles
2. Science
3. Mathematics
4. Visual and Performing Arts
5. Health/PE
6. ELA
7. Social Studies
8. World Language

- H. Approve the School Parent Compact for the FY23 Title 1 Grant.
- I. Authorize the Board of Education to suspend the rules of Bylaw 0131 and adopt the following policy:

Policy 1648.13	Vaccination Mandate (Abolished)
Policy 2415	Every Student Succeeds Act (M) (Revised)
Policy 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
Policy 3232	Tutoring Services (Revised)
Regulation 2425	Emergency Virtual or Remote Instruction Program (M) (New)

- J. First Reading of the following Policies and Regulations:

Policy 0163	Quorum (Revised)
Policy 1511	Board of Education Website Accessibility (M) (Revised)
Policy 2432	School Sponsored Publications (Abolished)
Policy 3216	Dress and Grooming (Revised)
Policy 3230	Outside Activities (Revised)
Policy 3270	Professional Responsibilities (Revised)
Policy 4216	Dress and Grooming (New)
Policy 5513	Care of School Property (M) (Revised)
Policy 5722	Student Journalism (M) (New)
Regulation 5513	Care of School Property (M) (Revised)

- K. Second 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–School Parent and Family Engagement (M) (Revised)
Policy 2415.04a	Title 1 School Parental Involvement Policy (Abolished)
Policy 2417	Student Intervention and Referral Services (M) (Revised)
Policy 3161	Examination for Cause (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)

- L. Approve the submission of the Emergency Virtual or Remote Instructional Plan and Attestation for the 2022/2023 School Year to the New Jersey Department of Education.
- M. Approve the Nursing Plan for the 2022/2023 school year.

VIII. PERSONNEL

Dr. Siegel

This motion will be one motion that encompasses items A through H and their approval will be formalized at this meeting. These items have been approved by the Superintendent as per the June 13, 2022 resolution authorizing “the Superintendent 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.”

- A. Create/Abolish
1. Create one 1.0 FTE Retired Police Officer position, effective September 1, 2022.
 2. Create one 1.0 FTE paraprofessional position at Bogert School, effective September 1, 2022.

B. Job Description

1. Retired Police Officer, effective September 1, 2022.

C. Resignations

1. Accept the resignation of Jessica Bollenbach, special education teacher at Cavallini Middle School, effective September 1, 2022.
2. Accept the resignation of Simona Georgali DiFranco, ABA Paraprofessional, effective September 1, 2022.
3. Accept the resignation of Caitlin Fitzpatrick, Paraprofessional at Cavallini, effective September 1, 2022.
4. Accept the resignation for the purpose of retirement of Linda Miller, Confidential Secretary/Payroll Coordinator, effective September 1, 2022.
5. Accept the resignation for purposes of retirement of Lynne Radicke, Paraprofessional, effective September 1, 2022.
6. Accept the resignation of Christa Rauch, ABA Preschool Paraprofessional, effective September 1, 2022.

D. Leaves

1. Approve a paid medical leave and unpaid FMLA leave for Employee #1000, effective August 22, 2022 through approximately November 25, 2022.

E. Appointments

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1. Appoint Justin Alba to the position of Campus Aide at Bogert School, effective September 16, 2022, subject to the satisfactory completion of the criminal history records check required by law.
2. Appoint Nicholas Apollo to the position of Retired Police Officer, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
3. Appoint Madelyn Barrow to the position of per diem 5th grade leave replacement classroom teacher at Bogert School, (BA, Step 1), effective on or about September 1, 2022 through November 25, 2022, subject to the satisfactory completion of the criminal history records check required by law and receipt of the required NJ DOE teaching certificate.
4. Appoint Lucia Cardona to the position of per diem Music Teacher leave replacement at Cavallini Middle School, (MA, Step 9), effective September 1, 2022 through approximately October 14, 2022, subject to the satisfactory completion of the criminal history records check required by law.
5. Appoint Paul Cirone to the position of English/Language Arts Teacher at Cavallini Middle School, effective September 1, 2022, MA + 30, Step 13, per year, subject to the satisfactory completion of the criminal history records check required by law.

6. Appoint Samantha Dabal to the position of ABA Preschool Paraprofessional, Step 2, plus ABA Stipend, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
7. Appoint Cara Dellagatta to the position of ABA Preschool Paraprofessional, Step 12, plus ABA stipend, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
8. Appoint Alexis Garcia to the position of long term 4th grade leave replacement classroom teacher at Bogert School, MA, Step 1, prorated, effective September 1, 2022 through November 25, 2022, subject to the satisfactory completion of the criminal history records check required by law.
9. Appoint Alexis Garcia to the position of long term 4th grade leave replacement classroom teacher at Bogert School, MA, Step 1, prorated, effective November 28, 2022 through approximately March 20, 2023, subject to the satisfactory completion of the criminal history records check required by law.
10. Appoint Shaelynn Guilfoyle to the position of long term special education leave replacement teacher at Bogert School, MA, Step 1, prorated, effective September 1, 2022 through November 25, 2022, subject to the satisfactory completion of the criminal history records check required by law and receipt of the required NJDOE teaching certificates.
11. Appoint Shaelynn Guilfoyle to the position of long term special education leave replacement teacher at Bogert School, MA, Step 1, prorated, effective November 28, 2022 through June 30, 2023, subject to the satisfactory completion of the criminal history records check required by law and receipt of the required NJDOE teaching certificates.
12. Appoint Alexis Inguaggiato to the position of Art Teacher at Cavallini Middle School, effective September 1, 2022, BA, Step 4, subject to the satisfactory completion of the criminal history records check required by law.
13. Appoint Lisa Jenney to the position of ABA Paraprofessional at Reynolds, Step 12, plus ABA stipend, prorated, effective on or about September 14, 2022, subject to the satisfactory completion of the criminal history records check required by law.
14. Appoint Anamarie Massaro to the position of Spanish Teacher at Bogert School, effective September 1, 2022, BA, Step 3, per year, subject to the satisfactory completion of the criminal history records check required by law and receipt of the required NJ DOE Teaching Certificate.
15. Appoint Alexandra McCreight to the position of Paraprofessional at Bogert School, Step 10, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
18. Appoint Rudin Nergjoni to the position of night custodian at Cavallini Middle School, Step 1, plus night person stipend, prorated, effective August 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
19. Approve Carlos Ramirez, PE/Health Teacher, as an administrative intern in Reynolds School for the 2022/2023 school year.
20. Appoint Donna Reilly to the position of Paraprofessional at Cavallini, Step 2, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.

21. Appoint Johanna San Antonio to the position of School Secretary at Cavallini Middle School, Step 5, prorated, effective September 19, 2022, subject to the satisfactory completion of the criminal history records check required by law.
22. Appoint Marlene Sanchez to the position of Lunch Aide at Reynolds School, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
23. Appoint Nancy Schondorf to the position of Paraprofessional at Bogert School, Step 6, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
- * 24. Appoint Sarah Soojian to the position of ABA Preschool Paraprofessional at Reynolds, Step 2, plus ABA stipend, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
- * 25. Appoint Katie Stevens to the position of ABA K-2 Paraprofessional, Step 4, plus ABA stipend effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
26. Appoint Thomas Vitulano to the position of .50 FTE night custodian at Reynolds School, Step 7, plus night person stipend, prorated, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
27. Appoint Denise Weakland to the position of Lunch Aide at Reynolds School, effective September 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
28. Appoint Ibraim Zhaku to the position of custodian at Cavallini Middle School, Step 7, plus maintenance stipend and \$1,000.00 groundskeeper stipend, effective August 1, 2022, subject to the satisfactory completion of the criminal history records check required by law.
29. Appoint Joshua Bravo to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$18.00/hr
30. Appoint Anamika Choudhary to the position of ACE Team Member for the 2022/2023 school year. \$16.00/hr
31. Appoint Stella Freedberg to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$16.00/hr
32. Appoint Alexis Garcia to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$24.00/hr
33. Appoint Shaelynn Guilfoyle to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$24.00/hr
34. Appoint Leah Levitt to the position of ACE Team Member for the 2022/2023 school year subject to the satisfactory completion of the criminal history records check required by law. \$16.00/hr

*Related to Staff Member

35. Appoint Anamarie Massaro to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$24.00/hr
36. Appoint Gabriella Mundy to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$16.00/hr
37. Appoint Emma Piazza to the position of ACE Team Member for the 2022/2023 school year. \$24.00/hr
38. Appoint Alexa Smith to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$18.00/hr
39. Appoint Katie Stevens to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$22.00/hr
40. Appoint Lisa Wachino to the position of ACE Team Member for the 2022/2023 school year. \$27.50/hr
41. Appoint Denise Weakland to the position of ACE Team Member for the 2022/2023 school year, subject to the satisfactory completion of the criminal history records check required by law. \$22.00/hr
42. Appoint Michele Weinberg to the position of ACE Team Member for the 2022/2023 school year. \$22.00/hr
43. Approve the following staff for 2022 ESY:

ABA Paraprofessionals	\$25/hour
Lisa Wachino	

F. Change in Assignment:

1. Approve the transfer of Susan Doherty from School Secretary at Cavallini Middle School to Confidential Secretary/Payroll Coordinator, effective September 1, 2022.

G. Lateral Guide Move

1. Approve a lateral guide move for Angelina Aragona, 4th grade classroom teacher, from BA to MA, effective September 1, 2022.

H. Substitutes/Consultants/Interns/Student Teachers/Volunteers

1. Approve Madelyn Barrow as a substitute teacher/paraprofessional for the 2022/2023 school year, subject to the completion of the criminal history records check required by law. Ms. Barrow's NJ teaching certificate is pending.
2. Approve Samantha Dabal as a substitute teacher/paraprofessional for the 2022/2023 school year. Ms. Dabal's NJ Substitute Teaching Certificate is pending.
3. Approve Cara Dellagatta as a substitute teacher/paraprofessional for the 2022/2023 school year. Ms. Dellagatta holds a NJ Substitute Teaching Certificate.

4. Approve John Griffith as a substitute teacher/paraprofessional for the 2022/2023 school year subject to the completion of the criminal history records check required by law. Mr. Griffith holds a NJ Substitute Teaching Certificate.
5. Approve Donna Reilly as a substitute teacher/paraprofessional for the 2022/2023 school year subject to the completion of the criminal history records check required by law. Ms. Reilly's NJ Substitute Teaching Certificate is pending.
6. Approve Nancy Schondorf as a substitute teacher/paraprofessional for the 2022/2023 school year subject to the completion of the criminal history records check required by law. Ms. Schondorf's NJ Substitute Teaching Certificate is pending.
7. Approve Katie Stevens as a substitute teacher/paraprofessional for the 2022/2023 school year subject to the completion of the criminal history records check required by law. Ms. Stevens' NJ Substitute Teaching Certificate is pending.

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

- A. Create/Abolish (not applicable)
- B. Job Description (not applicable)
- C. Resignations (not applicable)
- D. Leaves

1. Approve a paid medical leave, unpaid FMLA/NJFLA leave and unpaid contractual childcare leave for Employee #1230, effective on or about November 18, 2022 through June 30, 2023.
2. Approve an unpaid FMLA/NJFLA leave for Employee #1756, effective January 2, 2023 through March 24, 2023.
3. Approve a paid medical leave and unpaid FMLA/NJFLA for Employee #1937, effective on or about November 21, 2022 through approximately March 20, 2023
4. Approve a paid medical leave and unpaid FMLA/NJFLA leave for Employee #2066, effective on or about October 17, 2022 through approximately March 1, 2023.

E. Appointments

1. Appoint the following QSAC Committee for the 2022/2023 school year:

Gianna Apicella	Amy D'Ambola	Dana Imbasciani	Carlos Ramirez
Daniel Cazes	Michael DeSocio	Jennifer Johnston	Brad Siegel
Christine Cipollini	Susan Gandara	Nijazi Leka	Heather Walker

2. Appoint the following DEAC Committee for the 2022/2023 school year, as of June 16, 2022:

Katherine Baker	James McCusker	Kristen Nichoolas	Marci Titunick
Amy D'Ambola	Roemarie Malloy	Devin Severs	Emily Whitman
Christine Cipollini	Kerry Murphy	Elayne Stern	Krystal Whitmore
Tracy Goodman			

3. Appoint the following SCiP Committee for the 2022/2023 school year, as of June 16, 2022:

Eda-Marie Carmilani	Ailish Fillis	Jessica McFaul	Stefanie Slacin
Christine Cipollini	David Kaplan	Sarah Maginnis	Cathleen Teehan
Suzanne Cook	Jennifer Kruter	Stephanie Pirsos	Marci Titunick
Michael DeSocio	James McCusker	Devin Severs	Heather Walker

4. Approve Manar Aldali, Paraprofessional, to assist with the Bogert Chorus, Hourly Rate
two days a week for the 2022/2023 school year.
5. The following staff members are recommended for the positions listed below for the 2022/23 school year:

GRADE	DEPT. CHAIRPERSON	STIPEND
Kindergarten	Devon Joy	\$1,500.00
" (Split)	Cynthia Stawecki	\$1,500.00
Grade One	Sarah Maginnis	\$1,500.00
" (Split)	Jacqueline King	\$1,500.00
Grade Two	Christine Thies	\$1,500.00
" (Split)	Jaclyn Passanante	\$1,500.00
Grade Three	Elizabeth Samimi	\$3,000.00
Grade Four	Amanda Iannaccone (30%)	\$900.00
" (Split)	Jamie Drucker (70%)	\$2,100.00
Grade Five	Heather Walker	\$3,000.00
Grade Six	Stephanie Chamberlin	\$3,000.00
Grade Seven	Aimee Aslanian	\$3,000.00
Grade Eight	Danielle Dorn (30%)	\$900.00
" (Split)	Lyndsey Stickerling (70%)	\$2,100.00
SPECIAL TEACHERS		
Specialist K-2	Christina Cucci	\$1,500.00
" (Split)	Valerie Kersting	\$1,500.00
Specialist 3-5	Anna Zimmermann	\$1,500.00
" (Split)	Kristin Law	\$1,500.00
Certified School Nurse	Ailish Fillis	\$3,000.00
Unified Arts	Bruce Reicher	\$3,000.00

[illegible]

Cavallini TBD (Level A)	TBD	\$1,650.00
Cavallini TBD (Level A)	TBD	\$1,650.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini TBD (Level B)	TBD	\$930.00
Cavallini Musical Director	TBD	\$3,000.00
Cavallini Assistant Musical Director	TBD	\$1,500.00
Cavallini Leo Club (USREF Grant)	TBD	\$930.00
COACHES		
Athletic Director	Erik Schlemm	\$3,000.00
Boys' Baseball	TBD	\$1,500.00
" (Split)	TBD	\$1,500.00
Boys' Basketball	TBD	\$3,000.00
Girls' Basketball	TBD	\$3,000.00
Cross Country	Caroline Read	\$1,500.00
" (Split)	Erika Blumenfeld	\$1,500.00
Intramurals	TBD	\$3,000.00
Boys' Soccer	Jason Dates	\$3,000.00
Girls' Soccer	Samantha Smith	\$3,000.00
Girls' Softball	TBD	\$3,000.00
Girls' Volleyball	Julia Shea	\$1,500.00
" (Split)	Katherine Kaldawi	\$1,500.00
Boys' Wrestling	TBD	\$3,000.00
Track & Field Head Coach	TBD	\$3,000.00
Track & Field Assistant	TBD	\$1,125.00
" (Split)	TBD	\$1,125.00
" (Split)	TBD	\$1,125.00

“ (Split)	TBD	\$1,125.00
HEAD CUSTODIANS		
Reynolds	Scott Kirsch	\$3,600.00
Bogert	Scott Kirsch	\$3,600.00
Cavallini	Pietro Lala	\$3,600.00
HALL DUTY/CROSSING GUARDS		
Reynolds Hall Duty	Jacqueline Asta	\$1,030.00
Reynolds Hall Duty	Nicole Christensen	\$1,030.00
Reynolds Hall Duty	Josephine Griffith	\$1,030.00
Reynolds Hall Duty	Jacqueline Holder	\$1,030.00
Reynolds Hall Duty	Edie Carmilani	\$1,030.00
Reynolds Hall Duty	Renee Yuhas	\$1,030.00
Bogert Hall Duty	Joan Aufiero	\$1,030.00
Bogert Hall Duty	Susan Kasnia-Flood	\$1,030.00
Bogert Hall Duty	Sean O’Connor	\$1,030.00
Bogert Hall Duty	Nancy Shondorf	\$1,030.00
Reynolds Crossing Guard Duty (a.m.)	Brian Walis	\$2,700.00
Reynolds Crossing Guard Duty (p.m.)	TBD	\$1,240.00
Bogert Crossing Guard Duty (a.m.)	Jodi Costa	\$2,700.00
Cavallini Hall Duty	Maria Bevia	\$1,030.00
Cavallini Hall Duty	Helaine Kleinman	\$1,030.00
Cavallini Hall Duty	Catherine Merritt	\$1,030.00
Cavallini Hall Duty	Francene Raggazo	\$1,030.00
LUNCH DUTY for Teachers - \$22/day LUNCH DUTY for Paraprofessionals & Secretaries - Hourly Rate - Not to Exceed \$22/day		
Reynolds		
Carey Goralski	Josephine Griffith	Tracy Nussman
Kristen Rohdieck (1 on 1)	Maureen VanBlarcom	Renee Yuhas
Substitutes for Reynolds Lunch Duty		
Alexandra Alberta	Meredith Ardito	Jacquelyn Asta

Heather Balji	Stacy Brandt	Edie Carmilani
Michelle Carucci	Nicole Christensen	Suzanne Cook
Christina Cucci	Cara Dellagatta	Simona DiFranco
Kelly Diverio	Peggy Dobrinski	Anthony Farinacci
Nicole Fennell	Josephine Griffith	Kristen Groen
Danielle Hoffman	Jacqueline Holder	Valerie Kersting
Sarah Khalessi	Carolyn Lane	Mary Lavelle
Elissa Mark	Jillian Menendez	Tina Murphy
Rachel Nagy	Laura Pinto	April Quinones
Carlos Ramirez	Bina Rivard	Heidi Rockwell
Stefanie Slacin	Aurela Sokoli	Sarah Soojian
Elayne Stern	Katie Stevens	Marci Titunick
Christine Vido	Lindsey Welch	Alexis Yotka
Renee Yuhas	Carol Zumbano	
Bogert		
Manar Aldali	Erika Blumenfeld	Philip Chen
Jodi Costa	Philip D'Anna	Kasie Falato
Julie Fallon	Janelle Klos	Kerry Murphy
Sean O'Connor	Elayne Stern	Carol Stevens
Emily Whitman	Anna Zimmermann	
Cavallini		
Maria Bevia	Jason Dates	Mary Dixon
Danielle Dorn	Allison Iodice	Katherine Kaldawi
Helaine Kleinman	Patricia Kramer	Jessica Pike
Caroline Read	Bruce Reicher	Samantha Smith
Lyndsey Stickerling		
Substitutes for Cavallini Lunch Duty		
Aimee Aslanian	Allison Au	Stephanie Chamberlin
Paul Cirone	Megan Conners	Margaret Donnelly
Caitlin Gervasio	Tracy Goodman	James Gorab

Cynthia Haas	Meaghan Henry	Linda Ho
Alexis Inguaggiato	Allison Iodice	Katherine Kaldawi
Helaine Kleinman	Patricia Kramer	Jennifer Kruter
Jonathan Kulhawy	Desiree Lascarro	Rosemarie Malloy
Kristin Martin	Nicole Mascetti	Catherine Merritt
Jennifer Moss	Geri Musumeci	Mora Popeil
Deborah Princiotto	Caroline Read	Bruce Reicher
Erik Schlemm	Julia Shea	Samantha Smith
Marguerite Soojian	Lyndsey Stickerling	Catherine Teehan
Kristen Travers	Eileen Tyburczy	Elizabeth Ullrich
Brigette Uzar	Yvonne Vardi	Yvonne Vardi

F. Change in Assignment: (not applicable)

1. Approve the transfer of Linda Ho from Paraprofessional at Cavallini Middle School to Special Education Teacher at Cavallini Middle School, MA, Step 7, prorated, effective September 13, 2022.

G. Lateral Guide Moves

1. Approve a lateral guide move for Erika Blumenfeld, PE/Health Teacher at Bogert School, from MA to MA + 30, effective September 1, 2022.

H. Substitutes/Consultants/Volunteers/Interns

1. Approve Isabella Bussanich as a substitute teacher/paraprofessional for the 2022/23 school year subject to the satisfactory completion of the criminal history records check required by law. Ms. Bussanich holds a NJ Substitute Teaching Certificate.
2. Approve Shaye Calderon as a student teacher at Cavallini Middle School for the 2022/23 school year.
3. Approve Cheryl Kreindel as a substitute teacher/paraprofessional for the 2022/23 school year subject to the satisfactory completion of the criminal history records check required by law. Ms. Kreindel holds a NJ Elementary School Teaching Certificate.
4. Approve Alexandra McCreight as a substitute teacher/paraprofessional for the 2022/23 school year subject to the satisfactory completion of the criminal history records check required by law. Ms. McCreight holds a NJ Elementary K-6 Teaching Certificate.
5. Approve Phoebe Shields as a substitute teacher/paraprofessional for the 2022/23 school year subject to the satisfactory completion of the criminal history records check required by law. Ms. Shields holds a NJ Substitute Teaching Certificate.
6. Approve Erin Violetti as a substitute teacher/paraprofessional for the 2022/2023 school

year subject to the satisfactory completion of the criminal history background check required by law. Ms. Violetti holds a NJ Substitute Teaching Certificate.

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

8. Approve Thomas Vitulano as a substitute retired police officer for the 2022/23 school year.

I. Salary Guide

1. Approve the revised 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 O and will be formalized at this meeting. This motion has been approved by the Superintendent as per the June 13, 2022 resolution "authorizing 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."

A. Approve the Bills List for June 2022 as follows:

10	General Current Expense	\$78,635.76
11	General Current Expense	\$2,673,752.73
12	Capital Outlay	\$509,806.50
20	Special Revenue Funds	\$71,087.46
40	Debt Service Funds	\$577.39
50	Milk	\$760.74
60	Trust Fund	\$23,026.08
Total		\$3,357,646.66

B. Approve the Bills List for July 2022 as follows:

10	General Current Expense	\$10,233.41
11	General Current Expense	\$1,694,886.93
12	Capital Outlay	\$17,698.20
20	Special Revenue Funds	\$1,704.83
30	Capital Project Funds	\$21,560.00
40	Debt Service Funds	\$239,750.00
60	Trust Fund	\$5,107.08
Total		\$1,990,940.45

- C. Approve the Bills List for August 2022 as follows:

10	General Current Expense	\$10,231.64
11	General Current Expense	\$1,077,5096.96
12	Capital Outlay	\$2,515,96
20	Special Revenue Funds	\$32,411.82
60	Trust Fund	\$3,412.14
Total		\$1,126,077.62

- D. Approve the Transfers for June, July and August 2022.
- E. Approve Application for Payment #2 for Premier Group, Inc. for the Partial Window Replacement Project (Final Phase) at Reynolds School, in the amount of \$21,560.00.
- F. Approve the following Resolution:

RESOLUTION

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") advertised for bids for the On-Site Sewage Disposal System Alteration at Bogert School; and

WHEREAS, on July 6, 2022 the Board received one (1) bid for the Project; and

WHEREAS, the only bid received by the Board, in the amount of \$697,400, substantially exceeds the Board's appropriation for this work;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Board hereby rejects the bid received for On-Site Sewage Disposal System Alteration at Bogert School pursuant to N.J.S.A. 18A:18A-22(b) as the lowest bid received by the Board substantially exceeds the appropriation for this work.

BE IT FURTHER RESOLVED, that the Board Secretary/Business Administrator is hereby authorized to re-advertise the project consistent with the needs and desires of the school district.

- G. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division for the provision of Auditory Verbal Techniques/Consultative Services for a student, whose name is on file in the Board Office, for a maximum of one (1) session weekly during the 2022/23 school year.
- H. Approve waiver to N.J.A.C. 6A:27-1.7 for a student whose name is on file in the Board Office.
- I. Approve D&L Paving to provide pavement repairs and related services at Bogert School at a cost of \$12,650.00. (Pricing based on Ed-Data Bid #10980 Macadam Service and Repair Package #24A)
- J. Approve D&L Paving to provide pavement repairs and related services at Cavallini Middle School at a cost of \$8,050.00. (Pricing based on Ed-Data Bid #10980 Macadam Service and Repair Package #24A)
- K. Approve Brian Osborne to provide executive coaching during the first semester of the 2022/2023 school year at a cost of \$6,000.00 which includes a minimum of two 60-90 minute individual sessions with each administrator.

- L. Approve RIS Construction Corp. to repoint the exterior back wall around the sixth grade wing and add brick where necessary, at Cavallini Middle School, at a total cost of \$19,743.00. (Pricing based on HCESC-SER-20F).
- M. Approve the contract with Bergen County Special Services School District, Educational Enterprises Division, for the provision of Auditory Verbal Techniques/Consultative Services for a student, whose name is on file in the Board Office, for a maximum of one (1) session weekly during the 2022/23 school year.
- N. Approve the waiver to NJAC 6A:27-1.7 for a student whose name is on file in the board office.
- O. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fee	Travel Cost
William Paterson Part-Time Job Far Wayne, NJ	9/7/2022	Christine Cipollini	\$100.00	\$11.19
RocketPD with Kim Marshall-Rethinking Teacher Supervision, Coaching and Evaluation	9 Zoom Sessions: (9/29/22, 10/27/22, 11/17/22, 12/15/22, 1/19/23, 2/16/23, 3/16/23, 4/20/23, 5/18/23)	Christine Cipollini	\$900.00	\$0.00
Rutgers Fall Career & Internship Mega Fair Piscataway, NJ	9/15/2022	Christine Cipollini	\$300.00	\$47.45
Orton Gillingham Training (Comprehensive) Virtual	9/19/2022 - 9/30/2022	Lisa Wachino	\$1,275.00	\$0.00

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

- A. Approve the Minutes of Board Meetings:

June 13, 2022, June 27, 2022 (Retreat) and July 1, 2022
- B. Approve the unaudited Board Secretary and Treasurer's Reports dated June 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.
- C. Approve Application for Payment #3 for Premier Group, Inc. for the Partial Window Replacement Project (Final Phase) at Reynolds School, in the amount of \$84,2810.00.
- D. Approve Application for Payment #4 for Premier Group, Inc. for the Partial Window Replacement Project (Final Phase) at Reynolds School, in the amount of \$57,624.00.
- E. Approve the following Resolution:

RESOLUTION

WHEREAS, the Upper Saddle River Board of Education recognizes that the actual legal costs for the

2020/21 Fiscal Year exceeded 130% of the Statewide per pupil average; and

WHEREAS, the Upper Saddle River Board of Education has determined that implementation of further procedures outlined in N.J.A.C. 6A:23A-5.2(a)(3) beyond the aforementioned procedures already implemented would not significantly reduce legal costs, as evidenced by the fact that the excess legal costs incurred are the result of a litigation, grievances, protracted negotiations, and/or due process hearings initiated against the District, which the District has been compelled to defend and over which the District has no control;

NOW, THEREFORE, BE IT RESOLVED that the Upper Saddle River Board of Education hereby accepts the 2020/21 legal costs as meeting the criteria for controlling legal costs; and

BE IT FURTHER RESOLVED that the Board will look for more ways to reduce these costs should the opportunity present itself.

F. Approve the following Resolution:

WHEREAS, the Board of Education has undertaken a capital project for the replacement of windows (Phase 2) at Reynolds School; and

WHEREAS, the project is complete;

NOW, THEREFORE BE IT RESOLVED, that the unexpended balance of \$13,625 for the project listed above be canceled and transferred to the Board's General Fund, Capital Reserve Account.

G. Approve the following Resolution:

RESOLUTION

Snow Removal Services Agreement Renewal

WHEREAS, the Upper Saddle River Board of Education (hereinafter referred to as the "Board") desires to renew the Snow Removal Services Agreement (hereinafter referred to as the "Agreement") that currently exists between the Board and Calderone Enterprise, LLC (hereinafter referred to as "Calderone") to provide snow removal services for The 2022-23 school year at a cost of \$60,000.00; and

WHEREAS, based upon its experience, Calderone is prepared to and desires to furnish snow removal services to the Board and has been performing said services in an effective and efficient manner since on or about November 16, 2020; and

WHEREAS, the parties are desirous of memorializing the terms of the agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board that the terms, stipulations and conditions are established in the Agreement between the Board and Calderone which is annexed to this Resolution, are hereby adopted and approved by the Board of Education. The Board President and Business Administrator/Board Secretary are hereby authorized and directed to execute the attached Agreement and any other documents necessary to effectuate said Agreement.

H. Approve the following Resolution:

RESOLUTION

BE IT RESOLVED by the Upper Saddle River Board of Education (hereinafter referred to as the "Board") that the terms, stipulations and conditions as established in the Settlement Agreement and Release (hereinafter referred to as "Agreement") between the Board and the Parents of a student whose name is on file in the Superintendent's office, and which Agreement is located in the student's file, are hereby adopted and approved by the Board. The Board President and Business Administrator/Board

Secretary are hereby authorized and directed to execute the Settlement Agreement and Release, and any other documents necessary to effectuate the settlement.

I. Rescind the following motion which was approved at the June 13, 2022 Board of Education meeting:

J. Approve FY23 IDEA Grant expenditures for salaries as follows:

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

K. Approve FY23 IDEA Grant expenditures for salaries as follows:

		% of Salary	Amount
1.	Preschool Handicapped		
	Zumbano	59%	\$13,919
2.	Part B Basic		
	Aufiero	100%	\$23,845
	Jenney	100%	\$26,451 (pro-rated)
	Khalessi	100%	\$23,431
	Martino	100%	\$23,845
	Popeil	100%	\$23,451
	Princiotto	100%	\$22,431
	Quinones	100%	\$23,931
	Rohdiek	100%	\$24,431
	Scotti	100%	\$23,845
	Stevens	100%	\$23,845
	Wehrle	35%	\$7,761

L. Approve the Archways MD class for grades 3 - 5 at Bogert School beginning September 2022.

M. Approve the LLD class for grades 6 - 8 at Cavallini Middle School beginning September 2022.

N. Accept eleven (11) tuition students, whose names are on file in the Board Office, for the 2022/23 school year.

O. Approve the change of placement for an Out-of-District student, whose name is on file in the Board Office, from CTC Academy to BF Gibbs School in New Milford in accordance with the Individual Education Plan for the 2022/23 school year.

- P. Approve the change of placement for an Out-of-District student, whose name is on file in the Board Office, from Banyan School to Eric S. Smith School in Ramsey, in accordance with the Individual Education Plan for the 2022/23 school year.
- Q. Accept two out-of-district students from River Vale and one out-of-district student from Saddle River, whose names are on file in the Board Office, to attend the Upper Saddle River Special Education Program for the 2022/23 school year.
- R. Approve Erika Blumenfeld as a home instructor on an as-needed basis, up to 10 hours per week at \$40 per hour.
- S. Approve two Executive Coaching Sessions by Brian Osbourne for 10 administrative leaders and two district-wide non-administrative leaders during the first semester of the 2022/23 school year at a cost of \$6,000.00.
- T. Approve the Annual Contract for Hospital Instruction with Bergen County Special Services School District (BCSS) for the 2022/23 school year.
- U. Approve the Annual Contract for Audiological Services with Bergen County Special Services School District, Educational Enterprises Division, for four students, whose names are on file in the Board Office, for the 2022/23 school year.
- V. Approve the donation of \$5,000.00 from the USR PTO to support the Bogert Musical for the 2022/23 school year. The money will be allocated as follows: \$4,350.00 towards stipends for the director and assistant director and \$650.00 will be used to purchase supplies. Additional costs will be covered by ticket revenue through the Bogert School Student Activities Account.
- W. Accept the donation of \$1,650.00 from the Youth Guidance Council to cover the cost of the advisor or advisors for the Bogert Buddies Club for the 2022/23 school year.
- X. Accept the donation of \$1,300.00 from the Youth Guidance Council (\$433.33 per school) to purchase supplies for Red Ribbon Week.
- Y. Cancel the following outstanding check from the Cavallini Students Activities Account:
- | <u>Check #</u> | <u>Amount</u> | <u>Issue Date</u> |
|----------------|---------------|-------------------|
| 5096 | \$35.00 | 6/11/2020 |
- Z. Approve the following Travel Expenses:

Program Name	Date	Employee	Registration Fees	Travel Cost
BCCTG Advisor Meeting Paramus, NJ	September 22, 2022	Rosemarie Malloy	\$0.00	\$0.00
NJPSA Council Meetings Monroe Township, NJ	September 23, 2022 December 2, 2022 March 24, 2023	David Kaplan	\$0.00	\$193.58
HIB Training Program Toms River, NJ	September 28, 2022	Michael DeSocio	\$145.00	\$94.41
Tri-State Consortium Training Rye, NY	October 3-4, 2022	Christine Cipollini Amy D'Ambola	\$0.00 \$0.00	\$85.41 \$85.41

Teach for Acquisition Monroe, Township, NJ	October 6, 2022	Marguerite Soojian	\$199.00	\$77.94
AENJ Conference Long Branch, NJ	October 12-14, 2022	Anna Zimmermann	\$200.00	\$214.87
Bergen County Association of School Security Professionals Meetings Rutherford, NJ	October 12, 2022 December 14, 2022 March 15, 2023 June 7, 2023	David Kaplan	\$0.00	\$85.33
2022 NJPSA/FEA/NJASCD Conference Courageous Leadership Atlantic City, NJ	October 13-14, 2022	Amy D'Ambola Christine Cipollini David Kaplan Devin Severs	\$345.00 \$345.00 \$345.00	\$254.61 \$243.32 \$251.50
Comprehensive Orton-Gillingham Plus (Online)	November 12-20, 2022	Shaelynn Guilfoyle	\$1,275.00	\$0.00

X. **PUBLIC COMMENT**

XI. **ADJOURNMENT**

Mrs. Johnston

Upper Saddle River Board of Education

County/State Code: 03 5330
Comprehensive Maintenance Plan
Report

Actual FY 22- Current FY 23- Planned FY 24

School Name	21/22 Actual	22/23 Budgeted	23/24 Planned
Reynolds Elem. School 070	\$203,151	\$217,000	\$215,000
	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.
Bogert Elementary School 060	\$269,052	\$278,400	\$280,000
	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, roof repair, lighting replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Extend network cabling and security systems. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.	Repairs to HVAC, boiler, generator, floors, master clock, ADA lift, fire detection system, plumbing, septic, and painting. Window repair, lighting replacement, and paving. Pest management. Tree removal. Snow removal. Compliance safety and environment regulations.
Cavallini Middle School 050	\$240,869	\$250,000	\$260,400
	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair , lighting replacement, floor tile replacement, and paving. Installation of security shades and film. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair , lighting replacement, floor tile replacement, and paving. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.	Repairs to roof, elevator, boiler, HVAC, floors, master clock, fire detection system, plumbing, septic and painting. Window repair , lighting replacement, floor tile replacement, and paving. Extend network cabling and security systems. Pest management. Snow removal. Compliance safety and environment regulations.
Administration Building	\$36,920	\$25,000	\$35,000
	Repairs to floors & walls. Security. Pest management. Snow removal. Paving. Tree removal. Compliance safety and environment regulations.	Lighting replacement. Security system. Pest management. Snow removal. Paving. Compliance safety and environment regulations.	Window replacement. Roof repairs. Pest management. Snow removal. Paving. Compliance safety and environment regulations.
Totals All Schools	\$749,992	\$770,400	\$770,400

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

DRAFT

§SUBSTITUTE TEACHERS/PARAPROFESSIONALS	\$125 120 /day (Substitutes holding a NJ State or county substitute teaching certificate)
§SUBSTITUTE PARAPROFESSIONALS	\$90/day (Substitute paraprofessionals NOT holding a NJ State or county substitute teaching certificate)
#School Nurse	\$150/day
§≈HOME INSTRUCTION TEACHERS	\$40/hour
§SUBSTITUTE SEC/CLERICAL	\$14/hour
SUBSTITUTE LUNCH AIDE	\$10/hour
§SUBSTITUTE CUSTODIAN	\$14/hour
§SUBSTITUTE RETIRED POLICE OFFICER	\$150/day

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
Custodians/Network Techs.	260 days	8 hours/day	2,080 hours/year
§Retired Police Officer	186 days	8 hours/day	1,488 hours/year

§Change from 2021/2022

Approved: June 13, 2022; Revised: September 12, 2022

POLICY

DRAFT

UPPER SADDLE RIVER BOARD OF EDUCATION

Administration
1648.15/Page 1 of 2

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

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (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: 12 September 2022



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Program
2415.04/Page 1 of 9

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

2415.04 TITLE I – DISTRICT-SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

M

Part I. District Expectations

Each district must establish the district's expectations for parent and family engagement. *[Section 1118(a)(2), ESEA.]*

The Upper Saddle River School District (Reynolds, Bogert, and Cavallini Schools) agree to implement the following statutory requirements:

- The Upper Saddle River 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.
- The Upper Saddle River 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.
- The Upper Saddle River School District will incorporate this district wide parent and family engagement policy into its district plan.
- 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
- 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).



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

- 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:

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

Part II. District/School Parent and Family Engagement Policy Required Components

1. The Upper Saddle River School District (Reynolds, Bogert, and Cavallini School) will take the following actions to involve parents in the joint development of its district/school parent and family engagement plan;
 - Information is provided to parents concerning program policies and evaluations, and suggestions are solicited annually from parents for improvement. Policies are revised, as necessary.
 - Parent compacts are created with parents. Teachers, administrators, and parents participate in meetings and discussion forums, serving in an advisory capacity.
 - The Parent Involvement Policy is disseminated annually to parents. Parents are given an opportunity to give suggestions and feedback on the policy.
 - Parent support services and resources are shared at the annual Title I meeting.
 - All schools maintain a written copy of this Parental Involvement Policy.
2. The Upper Saddle River School District will convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and



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

encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved;

- An annual Title I meeting will be held each year. All parents of participating children will be invited and encouraged to attend. The meeting will be held the third week in September at Bogert Elementary School.
- A local advisory committee is established at the building level which has representation from parents of Title I students enrolled in that school and meets are held where recommendations are considered.
- A survey and/or focus groups are provided annually for feedback for school improvement.
- Parent- teacher meetings are held to promote home/school collaboration.
- The Right to Know letter is disseminated annually to families.

3. The Upper Saddle River School District will offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parent and family engagement.

- The district will offer virtual and in person meetings in the morning, afternoon, and evening.

4. Upper Saddle River District 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;

- Parent Teacher meetings are held to promote home/school collaboration.
- Parent workshops and trainings are held annually.
- *Superintendent forums are scheduled regularly*
- *Parent Advisory Committees are assembled.*
- Technology assistance is offered.
- Student reports are provided and explained; data analysis support is provided.

5. The Upper Saddle River School District 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 – DISTRICT-SCHOOL PARENT AND FAMILY ENGAGEMENT (M)

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

- Parent representation on advisory panels (SEPAC, DEAC, Wellness Committee, STEM Steering Committee)
- Teachers will work with and support parent sponsored events (PTO and Education Foundation)
- Parent read alouds
- Parent volunteer opportunities
- Parent classroom visits
- Parent/Administrator Discussions (Breakfast with the Principal, Superintendent Forum)
- Parent Education Sessions (Wellness Parent Series, Assemblies, Curriculum Events)
- Participate and collaborate in the planning and facilitation of district sponsored events (Literacy Events, Community Technology Night, Digital Citizenship Night)

A. The school/district 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:

- The challenging, State academic standards;
- The state and local academic assessments including alternate assessments;
- The requirements of Title I, Part A;
- How to monitor their child's progress, and
- How to work with educators to improve the achievement of their children.
- The state's academic content standards,
- The state's student academic achievement standards,
- The state and local academic assessments including alternate assessments,
- The requirements of Title I,
- How to monitor their child's progress, and
- How to work with educators

It will do so by undertaking the actions and events similar to those described below

Parent Workshops and Information Sessions

- Curriculum evenings



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

- Community Technology Night
- Parent workshops
- Title I Meeting/Parent Compact Development
- Literacy Nights
- Wellness Events
- Special Education Meetings
- Literacy Celebrations and classroom events
- Open house/classroom visitations
- Technology Workshops

6. The Upper Saddle River School District 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/district will, with the assistance of its Title I schools, provide materials and training to help parents to work with their children to improve their children's achievement, such as literacy training and using technology, as appropriate, to foster parental involvement, by hosting;

- Technology Events
- Parent Institutes
- Curriculum Evenings
- Classroom Visitations
- Parent Volunteer Opportunities
- Classroom celebrations
- Assemblies
- Parent/teacher conferences
- parent focus groups

B. The school/district will, with the assistance of its Title I schools and parents, educate its teachers, pupil services personnel, principals, 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 hosting:

- Technology Events
- Curriculum Evenings
- Classroom Visitations
- Parent Volunteer Opportunities



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- Classroom celebrations
 - Assemblies
 - Parent/teacher conferences
 - Parent focus groups
- C. The school/district will, to the extent feasible and appropriate, coordinate and integrate parent and family engagement programs and activities with Head Start, the 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;
- Providing resources on district website
 - Providing parent resources at Annual Title I meeting
- D. The school/district will take the following actions to ensure that Title I information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand;
- Parental involvement policies will be disseminated annually
 - Parent compacts will be collaboratively formed and revisited
 - Annual Title I meeting will be held
 - Translated documents provided, as needed.
7. The Upper Saddle River School District will coordinate and integrate parent and family engagement strategies under Title I with parent and family engagement strategies under the following programs: Head Start, Parents as Teachers, Home Instruction Programs for Preschool Youngsters, and state-operated preschool programs, etc.], by
- Being available for ongoing communication and coordination, as needed.
 - Supporting successful strategies for students.
8. The Upper Saddle River School District will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings



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

of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise if necessary (and with the involvement of parents) its parental involvement policies.

- Seek parent and family engagement on an ongoing basis
- Provide families an opportunity to give feedback through surveys, focus groups, workshops, and other meetings.

9. The Upper Saddle River School District will take the following actions to involve parents in the process of school review and improvement:

- *Parent representation on District and School Committees:*
 - *DEAC*
 - *SEPAC*
 - *Wellness Committee*
 - *Education Committee*
 - *Strategic Planning*
 - *STEM Steering Committees*

PART III. Shared Responsibilities For High Student Academic Achievement

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.

- Parents will be involved in developing and assessing a Parent School Compact.
- The school will establish dates on the district and school calendar for parent teacher conferences.
- The school will share formal and informal reports of student progress.
- Information on how to access course proficiencies and state standards are made available on the district website.
- School and individual teacher websites will provide daily schedules, learning goals, homework, school events, supply lists, contact information, classroom snapshots, newsletters, and other helpful information for parents.
- Specific days, designated on the district/school calendar, are designated for teacher/parent conferences.



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

Part IV. Discretionary District/School Parent and Family Engagement Policy Components

The District/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:

- Involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
- 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.
- 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.
- Train parents to enhance the involvement of other parents.
- 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.
- Adopt and implement model approaches to improve parent and family engagement;
- Establish a districtwide parent advisory council to provide advice on all matters related to parent and family engagement in Title I, Part A programs.
- Develop appropriate roles for community-based organizations and businesses in parent involvement activities.
- Provide other reasonable support for parent and family engagement activities under this section as parents may request

PART V. Accessibility

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



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

required in a format and, to the extent practicable, in a language such parents can understand.

- providing information and school reports required in a format and, to the extent practicable, in a language such parents can understand.
- secure translators, as needed

Part VI. Adoption

This District/School Parent and Family Engagement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs, as evidenced by meeting minutes.

This policy was adopted by the Upper Saddle River School District on September 12, 2022 and will be in effect for 2022-23 school year. The school district will distribute this policy to all parents of participating Title I children on or before September 15, 2022.

Adopted: 12 September 2022

Adopted: 19 May 2008

Revised: 28 March 2011

Revised: 8 February 2016

Revised: 12 September 2022



DRAFT

Program
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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 of Education shall choose the appropriate multidisciplinary team approach, such as the Response to Intervention (RTI) or a Multi-Tiered System of Support (MTSS) model for planning and delivering the services required under N.J.A.C. 6A:16-8.

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

The intervention and referral services shall be provided to support 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 each intervention and referral services action plan in achieving the identified outcomes, and modify each action plan to achieve the outcomes, as appropriate.

At a minimum, the I&RS Team shall annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and



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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.

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

Adopted:

Adopted: 19 May 2008

Revised: 20 October 2014

Revised: 12 September 2022



DRAFT

Teaching Staff Members
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EXAMINATION FOR CAUSE

3161 EXAMINATION FOR CAUSE

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

The Superintendent shall require a physical and/or psychiatric examination on a teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence 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 risks to students and other employees.

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

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

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



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UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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EXAMINATION FOR CAUSE

If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

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

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

42 U.S.C.A. 12101

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

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

Adopted: 19 May 2008

Revised: 12 September 2022



DRAFT

Support Staff
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EXAMINATION FOR CAUSE

4161 EXAMINATION FOR CAUSE

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

The Superintendent shall require a physical and/or psychiatric examination on a support staff member whenever, in the judgment of the Superintendent, a support staff member shows evidence 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 risks to students and other employees.

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

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

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



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UPPER SADDLE RIVER BOARD OF EDUCATION

Support Staff
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EXAMINATION FOR CAUSE

If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

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

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

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

Adopted: 19 May 2008
Revised: 12 September 2022



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Property
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MAINTENANCE AND REPAIR (M)

7410 MAINTENANCE AND REPAIR (M)

M

The Board of Education recognizes the fixed assets of the school district represent a significant investment of this community and maintenance is a prime concern to the Board.

The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5. A "comprehensive maintenance plan" means a school district's multi-year maintenance plan covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26.

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

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: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:26-20.8(b). The Executive County Superintendent shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq.

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



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MAINTENANCE AND REPAIR (M)

is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

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

N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50;
18A:18A-43; 18A:21-1

N.J.A.C. 6A:23A-6.9; 6A:26-1.1 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
Revised: 12 September 2022



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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 for prioritizing, performing, and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

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

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



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PROPERTY

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FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING (M)

- h. The trade(s) needed such as general maintenance worker; custodian; carpenter; plumber; electrician; heating, ventilation, and air conditioning (HVAC); grounds; roofer; masonry; glazer; other;
 - i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated labor hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
- 3. The work order system shall include the following close-out information for each request for work:
 - a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time, and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
- 4. Except when prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
- 5. If, 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



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FACILITIES MAINTENANCE, REPAIR SCHEDULING AND ACCOUNTING (M)

same work, the work shall be outsourced provided the work can be 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

Revised: 12 September 2022



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.

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

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

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

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



EMERGENCY AND CRISIS SITUATIONS (M)

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

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

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



EMERGENCY AND CRISIS SITUATIONS (M)

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.

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.

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

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

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



POLICY

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EMERGENCY AND CRISIS SITUATIONS (M)

N.J.A.C. 6A:16-5.1

Adopted: 16 June 2008
Revised: 18 October 2010
Revised: 28 March 2011
Revised: 8 February 2021
Revised: 15 November 2021
Revised: 12 September 2022



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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement 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 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 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 in accordance with N.J.A.C. 6A:16-6.2(a)2.

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

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

Adopted: 16 June 2008

Revised: 12 September 2022



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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

M

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



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and
 - c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;
- 4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;
- 5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:
 - a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).
 - b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.
 - c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.
 - d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.
 - e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.
 - f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.

- g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;
- 6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
- 7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:
 - a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.
 - b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.
 - c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.
 - d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;

8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;
9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;
10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;
11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;
12. Provisions for in-service training of school district staff concerning policies and procedures established in this subchapter, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;
13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;
14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;



COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA; and
16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA.

C. Mandatory Reporting

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



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COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

- d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);
 - e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;
 - f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and
 - g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.
- D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.
- E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

Issued: 13 December 2010
Adopted: 12 September 2022



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QUORUM

0163 QUORUM

QUORUM

0163

A quorum of the Board of Education shall consist of a minimum of four Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

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~~In~~

All Board meetings shall be called to commence not later than 8:00 p.m. of the event designated day but, if a quorum is not present at the hour of convening, time for which the meeting may be recessed to a is called, the Board member or Board members present may recess the meeting to a time not later than 9:00 p.m. of the same day. If and, if a quorum is be not then present at that time, the member or members present may adjourn the meeting to a later date within commence not later than 8:00 p.m. of another day, but not more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made.

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The Board of Education recognizes ~~that~~ there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act by a Board member would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) ~~will~~shall remove ~~himself/herself/themselves~~ from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

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In the event a matter comes before the Board or an act is required of a Board member in ~~his/her~~their official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission ~~has~~ envisioned this prohibition could create a situation in which ~~so many~~the number of ~~conflicted~~ Board members ~~have a conflict, that would prevent~~ the Board ~~would be unable~~ to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter due to a conflict or the act would be in violation of N.J.S.A. 18A:12-24, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

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A. Board Member(s) in Conflict - Less Than a Majority of The Board



1. In the event a Board member(s) has a conflict of interest where the Board member will act in ~~his/her~~their official capacity, the Board member must remove ~~himself/herself~~themselves from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.
2. In the event a Board member is unsure whether ~~he/she~~they or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.
3. The School Board Attorney will provide the Board of Education an opinion on whether- the matter is- a conflict of- interest or act- prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.
4. If the Board member(s) believes ~~he/she~~they ~~have~~ a conflict of interest where ~~he/she~~they will act in ~~his/her~~their official capacity or if the School Board Attorney renders an opinion ~~that~~ the Board member has a conflict of interest where the Board member will act in ~~his/her~~their official capacity, the Board member will remove ~~himself/herself~~themselves from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. Board Member(s) in Conflict - A Majority of Board Members in Conflict

1. In the event:
 - a. A Board member(s) believes ~~he/she~~they ~~have~~ a conflict of interest ~~where he/she will act~~ if acted upon by a Board member is in his/her official capacity violation of N.J.S.A. 18A:12-24; or
 - b. If the School Board Attorney renders an opinion ~~that the~~ a Board member(s) has a conflict of interest ~~where the~~ if acted upon by a Board member will act is in his/her official capacity violation of N.J.S.A. 18A:12-24; and
 - c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the "Rule [or Doctrine] of Necessity." ~~(Citing U.S. v. Will, 449 U.S. 200 (1980)).~~



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C. ~~Rule~~ ~~[Or Doctrine]~~ Of Necessity

1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
 - a. The Board must be unable to act without the members in conflict taking part;
 - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
 - c. There can be no alternative forum that can grant the same relief. ~~-(Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).~~
3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must ~~announce that it is invoking the Doctrine.~~ publicly state:
 - a. ~~The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.~~
 - ~~-That~~
 - b. ~~The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.~~
 - c. ~~It is enough for the Board to announce~~ it is invoking the Doctrine ~~and a Board Resolution is not required.~~
4. ~~of Necessity;~~
 - b. ~~When the Board announces the~~ The specific reason/purpose for which the Doctrine of Necessity is being invoked; and
 - c. The specific nature of the conflict of interest for each Board member that has a conflict of interest:



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(1) The specific nature of the details, parameters and/or other pertinent facts of the matter to be voted conflict of interest for each Board member should be revealed on an agenda for include the Board member's name; the name of the immediate family member or relative which is the basis for the conflict of interest, and the position that immediate family member or relative holds; or

(2) If the specific nature of the conflict of interest for a Board member is a conflict other than an immediate family member or relative, the announcement should include the conflict which is the basis for the conflict of interest.

4. When the Board invokes the Doctrine of Necessity, it will adopt a Resolution setting forth the same information as outlined in C.3. above.

5. When the Board invokes the Doctrine of Necessity, the Resolution will be:

a. Read at a regularly scheduled public meeting in which the matter is to be voted upon;

b. Posted in such places the Board posts public notices for thirty days; and

c. -

5 Provided to the School Ethics Commission.

6. The Board members who have a conflict in the matter are prohibited from:

a. Participating in any discussions on the matter prior to the announcement ~~and~~ of the invocation of the Doctrine of Necessity at the public meeting; and

b. Being present in

~~b. From entering~~ an executive session in order to discuss the merits of when the matter or contract is being discussed; and

c. Offering



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e. ~~From offering~~ their opinions on the matter at any time prior to the announcement ~~and public meeting or the invocation of the Doctrine of Necessity.~~

6. ~~The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.~~

7. ~~Board members in~~

7. ~~The Board members who have a~~ conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.

8. ~~The~~ Board members ~~in~~who have a conflict may explain their reasons for not voting just before the vote.

N.J.S.A. 18A:10-6; 18A:12-24

New Jersey School Ethics Commission – Advisory ~~Opinion~~
Opinions A10-93(b) ~~and~~, A07-94,

and C07-96

New Jersey School Ethics Commission – Resolution on Invoking the Doctrine of Necessity – June 25, 2018

Adopted: 19 May 2008

Revised:



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BOARD OF EDUCATION WEBSITE ACCESSIBILITY

1511 BOARD OF EDUCATION WEBSITE ACCESSIBILITY

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It is the goal of the Board of Education that the information on the school district's ~~website~~ is internet websites are accessible to individuals with disabilities in compliance with the requirements of Federal law (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) and New Jersey law (N.J.S.A. 18A:36-35.1).

A. Federal Law – American with Disabilities Act (ADA)

1. For the purpose of the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35;

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~~For the purposes of and~~ this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.

-

2. The accessibility of online content and functionality will be measured according to the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG)-~~2.0~~ Level AA and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).

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3. By conforming to the benchmarks for measuring accessibility set forth above, the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website, ~~except where doing so would impose an undue burden or create a fundamental alteration of the district's website. When fundamental alteration or undue burden defenses apply, the district will make reasonable modifications/accommodations for individuals with disabilities in order to provide equally effective alternate access. In providing such access, the district will ensure that to the~~



BOARD OF EDUCATION WEBSITE ACCESSIBILITY

~~maximum extent possible individuals with disabilities receive the same benefits or services as their nondisabled peers. To provide equally effective alternate access, alternates are not required to produce the identical result or level of achievement for persons with and without disabilities, but must afford persons with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement.~~

4. To ensure ~~that~~ the district's website conforms with the above benchmarks for measuring accessibility, ~~except where doing so would impose an undue burden or create a fundamental alteration of the district's website~~, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:

a. Ensure that in-house staff and contractors responsible for webpages and webpage content development are properly trained on the Board of Education's website accessibility policy and procedures;

b. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:

a. (1) Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;

b. (2) Ensuring that webpages are designed in a manner that allows them to be displayed using a ~~visitor's~~ visitor's own settings for color and fonts, and can be navigated with a keyboard;

e. (3) If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents



BOARD OF EDUCATION WEBSITE ACCESSIBILITY

convey the meaningful information presented visually by the image;

~~d.~~

- (4) If online forms and tables are used, making those elements accessible;

~~e.~~

- (5) Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;

~~f.~~

- (6) Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF)). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;

~~g.~~

- (7) Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;

~~h.~~

- (8) Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and

~~i.~~

- (9) Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.

~~c.~~

- Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.



B. New Jersey Law – N.J.S.A. 18A:36-35.1

1. For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, “internet website or web service” includes any webpage, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.
2. Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.
3. In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting to compliance with N.J.S.A. 18A:36-35.1 as required by the Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district’s goals and ensure compliance with applicable ~~law~~Federal and State laws.

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Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35

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N.J.S.A. 18A:36-35.1

Adopted: 25 September 2017

Revised:



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NO CHILD LEFT BEHIND PROGRAMSEVERY STUDENT SUCCEEDS ACT (M)

2415-NO CHILD LEFT BEHIND PROGRAMS EVERY STUDENT SUCCEEDS ACT
(M)

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M

-
The Every Student Succeeds Act (ESSA) is a reauthorization of the Elementary and Secondary Education Act (ESEA) of 1965 that provides Federal funds to help all New Jersey's school children achieve.- The purpose of the ESSA is to ensure all students have equitable access to high-quality educational resources and opportunities and to close educational achievement gaps.- The Board of Education elects to augment the instructional program of students by projects supported by Federal funds allocated under the ESSA and the district will comply with the requirements of all the programs authorized by the ESSA.

-
The district may be eligible for several grant programs funded through the ESSA, including, but not limited to, Title I through Title VII.- Many of the Titles of the ESSA have several parts and subparts that provide a funding source for specific purposes.

Application Procedure

-
The district will submit an annual ESSA Consolidated Formula Subgrant Application to the New Jersey Department of Education (NJDOE).- The school district's application shall include all information required by the NJDOE and the ESSA for the district to be considered for funding under the ESSA.

Covered Programs

-
Formula grants under the ESSA are non-competitive grants that school districts are eligible for based on the make-up of their student bodies.- These formula grants for each Title are committed to different purposes and may be used to support different activities and programs.-

Title I

-
The largest Federal program supporting elementary and secondary education is Title I.- The ESSA strengthens Title I requirements for the State's assessments, accountability system, and support for school improvement.- The law also requires minimum qualifications for teachers and paraprofessionals in Title I programs.-

-
The school district must use the best available measure for identifying children from low-income families to:- identify eligible school attendance areas, determine the ranking of each area, and determine allocations as identified in the Title I guidelines and regulations.



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~~NO CHILD LEFT BEHIND PROGRAM~~ EVERY STUDENT SUCCEEDS ACT (M)

- The school district will offer Title I services to eligible children enrolled in private elementary and secondary schools.- The services and benefits will be equitable in comparison to services and benefits for participating public school children.

- The school district will provide the New Jersey Department of Education assurances it will provide the maximum coordination between the Title I program, the regular school program, and services provided by other programs for specialized populations.- The Title I program will consider the special needs of homeless children, migrant children, children with disabilities and limited English Language Learner (ELL) children.- Title I funds will be reserved so that migrant children who are otherwise eligible to receive Title I services, even if they arrive during the school year, are served.

- Type of Title I Program

- The school district will offer a Target Assistance Title I program.

Target Assistance Program

- Schools that are not eligible for (or do not choose to operate) school-wide Title I programs must use Title I funds to provide targeted services to low-achieving students.- A Target Assistance program must be established in accordance with the Title I guidelines and regulations and the New Jersey Department of Education.-.]

- New Jersey Department of Education Accountability System

- The district will comply with the accountability system established by the New Jersey Department of Education and outlined in the New Jersey State Plan and approved by the United States Department of Education.

- Fiscal Responsibility

- The district will comply with the requirements as outlined in Policy 2415.02 Title I – Fiscal Responsibilities in accordance with the NJDOE and the ESSA.-

- Staff

- The district will comply with the staff certification requirements of the ESSA and the NJDOE.- In addition, the district will ensure ~~al Policy 4125—Employment of Support Staff Members.~~ all paraprofessionals meet the requirements as established by the ESSA and as outlined in Policy 4125 – Employment of Support Staff Members.



NO CHILD LEFT BEHIND PROGRAMEVERY STUDENT SUCCEEDS ACT (M)

-
Parental Involvement
-

Parent and Family Engagement

The district will comply with the requirements as outlined in Policy 2415.04 – Parental Involvement Title I – District-Wide Parent and Family Engagement and Policy 2415.50 – Title I – School Parent and Family Engagement as applicable in accordance with the NJDOE and the ESSA.-

-
Student Surveys, Analysis, and/or Evaluations
-

The Protection of Pupil Rights Amendment (PPRA) applies to school districts that receive Federal funding from the United States Department of Education.- The district will comply with the requirements as outlined in Policy 2415.05 - Student Surveys, Analysis, and/or Evaluations in accordance with the PPRA.

-
Unsafe School Choice Option
-

In the event there is a school in the district designated as Persistently Dangerous in accordance with the Victims of Violent Criminal Offenses as outlined in the ESSA, the district will comply with the requirements of Policy 2415.06 – Unsafe School Choice Option in accordance with the NJDOE and the ESSA.

-
Property
-

Property acquired through Title I funds for use in public or private schools will be acquired in accordance with the Public School Contracts Law, will be held in title by the Board of Education, and will not be used for other purposes so long as it is required in the Title I program.- Property no longer required for Title I purposes will be used for other, similarly funded projects or disposed of in accordance with State and Federal guidelines.

-
Capital Expenses
-

The Superintendent will assure the district abides by New Jersey's Public Contracts Law; consults appropriate private school officials prior to making any decisions regarding capital expenses; ensure funds that are received to cover capital expenses provide equitable Title I services to private school students; ensure accounts for any capital funding is separately maintained; and assure lease purchase agreements are consistent with applicable statute and administrative code.



~~NO CHILD LEFT BEHIND PROGRAM~~ EVERY STUDENT SUCCEEDS ACT (M)

-
Post-Award Requirements

-
The school district will maintain all project records for five years following the completion of the activity for which the funds were used. - The school district will prepare and submit all reports as required by the State Department of Education in a timely manner.

-
Supplement, Not Supplant

-
Grant funds provided under Federal programs, including the ESEA of 1965 as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA of 1965 as amended by the ESSA.

-
Evaluation

-
The Superintendent or designee will evaluate the ESSA programs as required by the United States and the New Jersey Departments of Education.

-
Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

-
-

Adopted: 19 May 2008
Revised: 28 March 2011
Revised: 25 February 2013
Revised: 14 June 2021
Revised: 12 September 2022



POLICY DRAFT

UPPER SADDLE RIVER BOARD OF EDUCATION

Program
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EMERGENCY VIRTUAL ~~AND OR~~ REMOTE INSTRUCTION PROGRAM

2425- EMERGENCY VIRTUAL ~~AND OR~~ REMOTE INSTRUCTION PROGRAM

~~M~~

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event ~~a school~~the State or local health department determines that it is advisable to close, or mandates closure of, the schools of ~~thea school~~ district ~~are required to close for more than three consecutive school days~~ due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. ~~The for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote program of instruction shall be in accordance with, pursuant to~~ N.J.S.A. 18A:7F-9.-

~~In the event the school district is required to close a school or the schools of the district for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer~~addition, pursuant to institute a public health-related closure, N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9,a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner ~~Education.~~

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.



EMERGENCY VIRTUAL ~~AND-OR~~ REMOTE INSTRUCTION PROGRAM

“Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall

be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district’s program of virtual or remote instruction to the Commissioner of Education by no later than October 29, 2021 and annually thereafter annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

~~A day of virtual or remote instruction, if instituted~~

If provided under the district’s Commissioner of Education’s approved program of virtual or remote instruction, shall be considered that has been approved by the equivalent of a full day of school Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other such matters as determined by the Commissioner of Education, in accordance with the provisions of N.J.A.C. 6A:32-13.1(d).

~~Any district~~

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district’s program of virtual or remote instruction implemented for the shall be provided to an enrolled student, whether a general education students-student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities to students with disabilities. Special provided to general education students to the extent appropriate and related practicable. Related services, including speech language services, counseling services, physical therapy, occupational therapy, and behavioral services, may be delivered to general



EMERGENCY VIRTUAL ~~AND-OR~~ REMOTE INSTRUCTION PROGRAM

~~education students and~~ students with ~~disabilities~~ a disability through the use of electronic communication or a virtual or online platform ~~and, as required by the student's Individualized Education Program (IEP), to the greatest extent practicable~~ appropriate.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public ~~health~~ emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. ~~The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.~~

Nothing in N.J.S.A. 18A:7F-9 ~~and b., c., or d.~~ this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public ~~health~~ emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).
2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. ~~18A:7F-9.e.(3).~~
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission,



EMERGENCY VIRTUAL ~~AND-OR~~ REMOTE INSTRUCTION PROGRAM

and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) ~~through~~ (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.- A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.-

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3~~;~~) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4~~;~~) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of workhours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission,



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EMERGENCY VIRTUAL ~~AND OR~~ REMOTE INSTRUCTION PROGRAM

county special services school district, or jointure commission shall be reduced by the same amount.

- This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be ~~available~~posted prominently on the school district's website.

-
N.J.S.A. 18A:7F-9

-
N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted: 18 October 2021

Revised: 12 September 2022-

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Instruction Program
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R 2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM

A. Definitions

1. “Remote instruction” means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. “Virtual instruction” means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district’s program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.

1. If implemented by the Superintendent, the school district’s program of virtual or remote instruction shall be provided to an enrolled



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student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.

- a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable.
 - b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
- a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:
 - (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and



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- (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
- (2) Addresses the needs of students with disabilities and includes descriptions of the following:
 - (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students' individualized education programs (IEPs), including material and platform access;
 - (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;
- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
 - (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;



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- (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:
- (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;
- (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
- (6) Includes a plan for the continued safe delivery of meals to eligible students;
- (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
- (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and



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students, transportation, extra-curricular programs, childcare, and community programming; and

- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
 - (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.
3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted: 12 September 2022





Local Educational Agency Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 School Year

The New Jersey Department of Education (Department) remains at the ready to assist every local educational agency (LEA) in returning to full-time, in-person instruction for school year (SY) 2022-2023. This includes providing LEAs with guidance in the event of declared emergencies resulting in a district-wide closure. The Department appreciates the challenges that LEAs had to overcome during the 2021-2022 SY as LEAs faced a myriad of decisions affecting both the safety of their students and staff as well as the instructional experience. The Department is encouraging LEAs to reflect upon their experiences with virtual and remote instruction when planning for the 2022-2023 SY.

In April 2020, Governor Murphy issued an executive order that became [P.L.2020, c.27](#). This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to *N.J.S.A. 18A:7F-9*. **In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (Plan) to the New Jersey Commissioner of Education.** This plan would be implemented during an LEA closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A chief school administrator or lead person must consult with the board of education or board of trustees, if practicable, prior to implementing the LEA's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the New Jersey Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and other such matters as determined by the New Jersey Commissioner of Education.

LEAs must include the statutory and regulatory requirements listed in the "LEA Guidance for Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2022-2023 SY," in plans for virtual or remote instruction for the 2022-2023 school year. The 2022-2023 SY plans must be approved by the board of education or board of trustees (board) of each LEA and approved by the respective County Office of Education before being posted predominately on the LEA's website. **The board-approved plan and checklist are due to the respective County Office of Education no later than September 30, 2022.** In the event that the LEA is directed by a public health agency or officer to provide virtual or remote instruction before garnering County Office of Education approval of the Plan, the approval date will be retroactive. Questions should be directed to the [County Office of Education](#).



Local Education Agency Guidance for Virtual or Remote Instruction Plan Attestation for the 2022-2023 SY

The New Jersey Department of Education (Department) is providing the following guidance pursuant to N.J.S.A. 18A:7F-9(c) and N.J.A.C. 6A:32-13.1 and 13.2, to assist LEAs in the development of their 2022-2023 virtual or remote instruction plans. The Department encourages LEAs to reflect on the previous school year to enhance elements of the prior year's plan to provide the most substantive education, and including, but not limited to, related services, for all students in the event of an LEA closure.

For each of the areas below, the chief school administrator or lead person will either mark "yes," confirming that the information is in the Plan and list the corresponding Plan page number, or mark "no" if the information is not contained in the Plan. The chief school administrator or lead person is expected to provide an explanation to the County Office of Education for all areas marked "no."

By September 30, 2022, the chief school administrator or lead person must submit a board-approved LEA Guidance for Virtual or Remote Instruction Plan for 2022-2023 SY along with this form to their county office of education. At the time of submission to the county office of education, the plan must be posted on the LEA's website. Plans will be reviewed in each county office of education on a rolling basis with an electronic response communicated within two business days of receipt.

LEA Checklist for Virtual or Remote Instruction Programs for the 2022-2023 SY

LEAs must enter the page number where each checklist item may be found in the virtual or remote instruction program submitted to the [County Office of Education](#).

Contact Information

County: Bergen

Name of District, Charter School, APSSD or Renaissance School Project:

Upper Saddle River

Chief School Administrator/Charter or Renaissance Leader Name/APSSD Leader:

Brad Siegel

Phone Number of Contact: (201) 961-6502

Equitable Access and Opportunity to Instruction

Question	LEA Yes or No
1. Is the LEA ensuring equitable access and opportunity to instruction for all students?	Yes <input type="checkbox"/>



Question	Page Number	LEA Yes or No	County Yes or No
2. Does the program ensure that all students varied and age-appropriate needs are addressed?	4 - 7	Yes <input type="checkbox"/>	
3. Is the program designed to maximize student growth and learning to the greatest extent possible? Synchronous and/or asynchronous virtual or remote learning plans which will maximize student growth and learning.	4 - 7	Yes <input type="checkbox"/>	
4. Does the program describe how the LEA will continuously measure student growth and learning in a virtual or remote instruction environment?	4 - 7	Yes <input type="checkbox"/>	
5. Does the program describe how the LEA will measure and address any ongoing digital divide issues, including a lack of internet access, network access and/or sufficient access to devices?	4 - 7	Yes <input type="checkbox"/>	

Notes on Equitable Access to Instruction



Notes on Special Education Needs

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Notes on Supporting ELL Educational Needs

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Attendance Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program address the LEA's attendance policies, including how the LEA will determine whether a student is present or absent, how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance?	5-8	Yes <input type="checkbox"/>	
2. Does the program describe how the LEA communicates with the family when a student is not participating in online instruction and/or submitting assignments?	5-8	Yes <input type="checkbox"/>	

Notes on Attendance Plan

Safe Delivery of Meals Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain how the LEA will provide continued safe delivery of meals to eligible students?	11	Yes <input type="checkbox"/>	

Notes on Safe Delivery of Meals



Facilities Plan

Question	Page Number	LEA Yes or No	County Yes or No
1. Does the program contain an outline of how buildings will be maintained throughout an extended period of closure?		Yes <input type="checkbox"/>	

Notes on the Facilities Plan Other

Other Considerations

Does the program contain the following considerations?	Page Number	LEA Yes or No	County Yes or No
a. Accelerated learning opportunities	5-8	Yes <input type="checkbox"/>	
b. Social and emotional health of staff and students	5-9	Yes <input type="checkbox"/>	
c. Title I Extended Learning Programs	5-8	Yes <input type="checkbox"/>	
d. 21 st Century Community Learning Center Programs	N/A	No <input type="checkbox"/>	
e. Credit recovery	N/A	No <input type="checkbox"/>	
f. Other extended student learning opportunities	5-8	Yes <input type="checkbox"/>	
g. Transportation	9	Yes <input type="checkbox"/>	
h. Extra-curricular programs	5-8	Yes <input type="checkbox"/>	
i. Childcare	N/A	No <input type="checkbox"/>	
j. Community programming	N/A	No <input type="checkbox"/>	

Notes on Other Considerations



APSSD Applicable Only: Sharing Plans

Was the program shared with all sending districts? Yes ☒ No ☐

Notes on APSSD Sharing Plans

Essential Employees

Question	Page Number	LEA Yes or No	County Yes or No
1. The LEA will ensure essential employees are identified and a list is provided to the county office at the time of the LEA's transition to remote or virtual instruction.	10	Yes <input type="checkbox"/>	

Notes on Essential Employees

Board Approval

Date of board approval (mm/dd/yyyy): 09/12/2022

Notes on Board Approval

Posted on Website

1. Is the program posted on the school district/APSSD/Charter/Renaissance School Project Website? Yes ☒ No ☐

2. Link to website: <https://www.usrschoolsk8.com/>



Emergency Virtual or Remote Instructional Plan 2022-2023

Approved by the Upper Saddle River Board of Education on September 12, 2022.

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Introduction

The Upper Saddle River School district services 1,117 students. The school system consists of three facilities: Reynolds Elementary (Pre-K to 2), Bogert Elementary (3 to 5) and Cavallini Middle School (6-8).

In April 2020, Governor Murphy issued an executive order that became P.L.2020, c.27. This law provides for the continuity of instruction in the event of a public-health related district closure so that LEAs can utilize virtual or remote instruction to satisfy the 180-day requirement pursuant to N.J.S.A. 18A:7F-9. In order to provide transparency and ensure that New Jersey students continue to receive high quality, standards-based instruction, each school district, charter school, renaissance school project and Approved Private School for Students with Disabilities (APSSDs) must annually submit its proposed program for virtual or remote instruction (plan) to the Commissioner of Education. This plan would be implemented during a district closure lasting more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure. A superintendent must consult with the board of education, if practicable, prior to implementing the school district's plan of virtual or remote instruction. A day of virtual or remote instruction, if instituted under a plan approved by the Commissioner of Education, is considered the equivalent of a full day of school attendance for the purposes of meeting State and local graduation requirements, awarding of course credit, and such other matters as determined by the Commissioner of Education.

Essential Personnel/District Healthy Committee

Duties	Staff Member/Title	Contact Information
Governance	Brad Siegel, Superintendent	bsiegel@usrschoolsk8.com
Facilities	Dana Imbasciani, Business Administrator	dimbasciani@usrschoolsk8.com
Program	Amy D'Ambola, Director of Curriculum & Instruction	adambola@usrschoolsk8.com
Special Services	Gianna Apicella, Director of Special Services	gapicella@usrschoolsk8.com
Technology	Daniel Cazes, Director of Technology	dcazes@usrschoolsk8.com

Upper Saddle River Schools Emergency Virtual or Remote Instructional Plan
for the 2022-2023 School Year.

Staff management and parent communication	Devin Severs, Reynolds School Principal	dsevers@usrschoolsk8.com,
Staff management and parent communication	David Kaplan, Bogert School Principal	dkaplan@usrschoolsk8.com
Staff management and parent communication	James McCusker Cavallini Middle School Principal	jmccusker@usrschoolsk8.com
Staff management and parent communication	Michael DeSocio, Cavallini Middle School Assistant Principal	mdesocio@usrschoolsk8.com
Health	Ailish Fillis, Certified School Nurse	afillis@usrschoolsk8.com

District Health Committee Members

Name	Title
Devin Severs	Reynolds Principal
David Kaplan	Bogert Principal
James McCusker	Cavallini Principal
Michael DeSocio	Cavallini Assistant Principal
Gianna Apicella	Director of Special Services
Ailish Fillis	CSN
Sara Lupu, MD	School Physician
Christi Cipollini	Supervisor of Personnel & Staff PD
Suzanne Cook	Teacher
Robyn Ranges	RN
Kathrine Baker/Jen Altman	Mental Health Social Worker
Jennifer Johnston	BOE President
Erin Ginsberg	BOE Member
Emma O'Connor	Parent
Alec Schwartz	Parent
Mary Mande	Parent
Sherika Medina	Parent
Michelle Borin	Parent
Caryn Kotz	Parent

Virtual or Remote Learning Instructional Plan

In the event of a mandated emergency closing, the following remote instruction schedules will be implemented. The district will ensure that every student participating in remote learning has access to the requisite educational technology and the provision of special education and related services. Full-time remote learning will adhere to the length of school day requirements pursuant N.J.A.C. 6A:32-8.3, local attendance policies, and any other local policies governing the delivery of services to, and district expectations of, students participating in remote programs and their families.

School Schedules

ELEMENTARY

In-School Learning Session		
8:00-8:15 or 12:00-12:15	15 minutes	Community Circles
8:15-9:30 or 12:15-1:30	1 hour and 15 minutes	Word Study/Reading/ Writing
9:30-10:15 or 1:30-2:15	45 minutes	Math
10:15-10:35 or 2:15-2:35	20 minutes	Science/SS
10:35-10:40 or 2:35-2:40	5 minutes	Dismissal

At-Home Learning Session (Vary by Homeroom)		
9:00- 9:40 or 1:00-1:40	40 minutes	Art
9:40-10:00 or 1:40-2:00	20 minutes	Reading/Writing/ Word Study Extension

Upper Saddle River Schools Emergency Virtual or Remote Instructional Plan
for the 2022-2023 School Year.

10:00-10:20 or 2:00-2:20	20 minutes	Math Extension
10:20-10:40 or 2:20-2:40	20 minutes	Science/SS Extension
*1 or 2 times a cycle Learning Lab Skills	30 minutes	<u>Replace</u> Reading/Writing/Word Study Extension on these Days

Note: Related Services (Speech, Occupational Therapy, Physical Therapy) and Support Services (ESL & Enrichment) will generally be scheduled during At-Home Learning Time. This will be based on individual student needs.

Middle School Schedule (SAMPLE)

In-Person (AM)	
8:00 - 8:40	Math
8:40 - 9:20	Science
9:20 - 10:00	Social Studies
10:00 - 10:40	English
10:40 - 12:00	Lunch Break
Virtual (PM)	
12:00 - 12:50	PE / Elective
12:55 - 1:45	Academic & Support Block
1:50 - 2:40	Spanish

Sample Student #2	
Virtual (PM)	
8:00 - 8:50	PE / Elective
8:55 - 9:45	Academic & Support Block
9:50 - 10:40	Spanish
10:40 - 12:00	Lunch Break
In-Person (AM)	
12:00 - 12:40	Math
12:40 - 1:20	Science
1:20 - 2:00	Social Studies
2:00 - 2:40	English

Depending on student needs, the Academic & Support Block includes:

Independent academic engagement
Basic Skills
Study Skills (SE Program)
Speech
ESL
Instrumental Music Lessons
Enrichment

Technology Services & Access

The district will provide Chromebook devices to every student in grades K through 8. All students will take their devices home daily in the event that we abruptly need to

transition to remote instruction. Students are expected to use the school device in full compliance with the Acceptable Use Policy and proper care is taken when handling the device.

Special Education Services

Goal: continue to meet obligations to special education students

- 504 meetings and/or revisions to 504 plans and health plans will be completed prior to reopening to make necessary revisions that align with the reopening plan and the individual needs of students (including medically fragile students).
- Ongoing evaluations will resume; tests will be prioritized and testing protocols will be implemented to ensure safe testing environments for students and staff.
- Continue with necessary parent meetings conducted via Zoom.
- Related Services will: engage in teacher collaboration and join data teams and provide services specified in the IEP remote and/or in person (This decision will be made case-by-case based on goals in the IEP).
- IEP modifications will be made individually for students based on their needs.
- Special Education Services: students will receive services that are specified in the IEP.
- Addressing Individual learning needs: students will be assessed to determine their performance and IEP goals/accommodations will be revised to match the current assessment.
- Special education programs will service all students who qualify for the specified program. The duration of the program may be modified to match the duration of the general education programs.
- The district will provide a virtual ESY program if a virtual environment is necessary.

Delivery of Services

Behavior Analysts

- Support ABA teachers with planning for maintenance of skills, updating programs, and collection of data.
- Maintain weekly parent contacts through training sessions with ABA teachers
- Provide ongoing paraprofessional training

Speech-Language Services, Occupational/Physical Therapy, Counseling and Social Skills

- Lessons, activities, and related materials can be posted through Google Classrooms.

- Teletherapy to be provided to the greatest extent possible for all therapy sessions.

Structured Learning Experiences

- Structured learning experiences will be limited during school closures, however will continue to occur to the greatest extent possible.

Paraprofessionals

- As per student IEPs, paraprofessionals will provide support to students in breakout sessions within the Google Classroom, Flig Grid Videos, and provide organizational and behavioral support.

Home Instruction

- Students on home instruction will be included in their Google Classrooms as per their school schedule
- Home instruction will be discontinued during remote learning where feasible.
- Owed home instruction hours will continue to be delivered after school hours.

Nurses

- Track staff illness during closure and report to local health department
- Monitor any health-related issues through communication and engagement with the NJDOH, CDC, and WHO.
- Prepare and distribute supplementary health lessons for K-5 teachers focusing on any relevant health issues.
- Assist community wide efforts to support families in need at this time.

School Counselors

- Monitoring student attendance and engagement.
- Counselors following up with families.
- Providing strategy based tools for students they can work on at home.
- SACs and counselors reaching out to students regularly.
- Maintaining contact logs.

Virtual Resources/Strategies/Presentations shared out via email and posted on the website.

School Lunch Program

The Upper Saddle River School District does not participate in a mandated school lunch program. The optional school lunch program, sponsored by the Upper Saddle River Parent Teacher Organization, will be suspended until further notice.

Through surveys, family outreach and a designated McKinney Vento liaison, the Upper Saddle River School District works to identify and support families who may be experiencing food insecurity. If the need arises, USR will coordinate with the PTO and other community organizations to provide lunch and other goods and services.

POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Teaching Staff Members
3216/Page 1 of 2
DRESS AND GROOMING

3216 DRESS AND GROOMING

The Board of Education believes ~~that the dress and~~ appearance and dress of teaching staff ~~reflect their members is an important component of the educational program of this school district. The attitude towards of teaching staff members about their professional responsibilities, and the importance of education in the lives of their students are reflected in their dress and appearance.~~ Accordingly, in order to create an atmosphere of respect for teaching staff members and an environment that reflects a high degree of professionalism in the workplace conducive to discipline and learning, the Board establishes the following guidelines for the dress of teaching staff. The expectations for teaching staff, when pupils are present, are:

~~rules for the~~

~~1. All teachers should be physically clean, neat, and well-groomed; dress in a manner which reflects favorably upon the of teaching staff members in the performance of their professional duties:~~

- ~~1. profession; and serve as~~ Acceptable attire for teaching staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;
- ~~2. Inappropriate attire within the regular school day includes, but is not limited to, the following:~~
 - ~~a. Jeans (unless approved by the Principal or designee for a special activity or event);~~
 - ~~b. T-shirts;~~
 - ~~c. Strapless shirts and dresses;~~
 - ~~d. Sweatshirts, shorts, sweatpants, sneakers and workout attire unless approved by the Principal or designee;~~
 - ~~e. Beachwear; and~~
 - ~~f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons.~~



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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DRESS AND GROOMING

- ~~3. a positive role model for pupils. Certain articles of clothing and footwear are considered inappropriate. Examples include but are not limited to: shorts, miniskirts, T-shirts, sweatshirts, sweatpants, dungarees, or any type of jeans, flip-flops, sneakers, and exposed midriff.~~
- ~~-The clothing and appearance of all teaching staff members shall be clean and neat;~~
- ~~4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;~~
- ~~5. A teaching staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee;~~
- ~~6. The Building Principal or the teaching staff member's supervisor, as~~
- ~~2. Physical education teachers, related arts teachers, and science teachers may wear clothing appropriate to accommodate special teaching situations.~~
- ~~-appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the teaching staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the teaching staff member's file and may recommend other appropriate disciplinary measures.~~
- ~~3. Under certain circumstances, (i.e., field trips, unique school activities, inclement weather, etc.) teachers may dress in a manner that is appropriate for the event.~~
- ~~-~~
- ~~4. Paraprofessionals are expected to adhere to the same dress code as the professional staff.~~
- ~~-~~
- ~~5. Dress or clothing that is a safety hazard to self or others and/or a distraction to the process of education are not appropriate.~~

N.J.S.A. 18A:27-4

Adopted: 19 May 2008

Revised:



DRAFT

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 or while on district property 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 or on district property without the express permission of the Superintendent;
2. The Board does not endorse, support, or assume any responsibility, obligation, or liability in any way for any staff member of this district who takes students a student on trips a trip not approved by the Board or Superintendent, and shall not be liable does not assume any responsibility, obligation, or liability in any way for the welfare of students any student who travel travels on such trips a trip. Any staff member who takes students a student of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s)/guardian(s) of any student solicited to attend and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education or Superintendent. A staff member shall not solicit students on school grounds any student for trips any trip not approved by the Board or Superintendent during work hours or on district property;
3. The Board does not endorse, support, or assume any responsibility, obligation, or 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;



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UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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OUTSIDE ACTIVITIES

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~~that tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;
5. Teaching staff members shall not privately tutor students for compensation ~~that~~who are currently enrolled in their classes or programs, including academic subjects, the arts, sports, counseling, and related services. or who they may be called upon to make any school-related decisions directly impacting the student;
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: 16 June 2014
Revised: 27 June 2022
Revised:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

Teaching Staff Members
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TUTORING SERVICES

3232 TUTORING SERVICES

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

The Board of Education assumes no responsibility, liability, or obligations with respect to any private tutoring services offered or rendered by any staff member to any pupil, including, but not limited to, the selection of the private tutor or the quality of the private tutoring services. Staff members ~~shall not~~ **are not permitted to** provide private tutoring services for a fee or any compensation to any pupil who is currently enrolled in their classes or **programs, including academic subjects, the arts, sports, counseling, and related services, or who they may be called upon to make any school-related decisions directly impacting the pupil. All private tutoring services must occur outside of contractual hours and off District property. Staff members are prohibited from using District owned materials, including, but not limited to, computer software and technological resources, while tutoring pupils for private gain. Staff members providing private tutoring services to pupils shall not influence or participate in any school-based decisions directly impacting the pupil.**

Adopted: 16 June 2014
Revised: 20 October 2014
Revised: 27 June 2022
Revised: 12 September 2022



DRAFT

Teaching Staff Members
3270/Page 1 of 3
PROFESSIONAL RESPONSIBILITIES

3270 PROFESSIONAL RESPONSIBILITIES

PROFESSIONAL RESPONSIBILITIES

3270

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

~~The Board directs~~
~~Teaching staff members assigned specific instructional responsibilities and as designated by the Superintendent to require the preparation of shall prepare regular lesson plans by each teacher that implement the goals and objectives of the educational program.~~
Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans ~~will~~shall be subject to ~~periodic~~ review by the ~~Building teaching staff member's~~ Principal.

~~The or designee and/or immediate supervisor as assigned by the Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct.~~

1. — During the work day, teaching staff members may be assigned extra or alternative duties by the ~~Building~~ Principal or designee in accordance with ~~Board~~ Policy ~~No.~~ 3134;

2. — ~~Teaching staff members may not leave the school grounds during mealtime without signing out.~~

~~Instructors (including all professionally trained. Teaching staff members) shall be responsible for the effective implementation of the prescribed instructional program using techniques and methodology best adapted to the situation. They shall, individually and collectively, adhere to the course content suitable to the student group as a whole, and shall adapt such content to meet the needs of the individual pupils. They shall be responsible for the provision of activities which will further the development of the pupils in all the many facets of education as outlined in the philosophy of education of the Board of Education of Upper Saddle River.~~



~~Instructors shall be under the direct leadership and supervision of the Building Principals for all daily and routine activities. They shall be required are to attend all regularly scheduled building meetings and general every faculty meetings.~~

~~Each instructor shall be responsible for pupil control and group management, whether the pupil or group is a formal class or an informal group engaging in a school activity on school premises or elsewhere. Passing this responsibility to another instructor or referring the problem to the administration shall be practiced in only the most difficult situations. It is the responsibility of each teacher to report atypical problems to the Building meeting unless expressly excused by the Principal, together with an account of the problem and attempted treatment or designee.~~

~~The school administration and the Board of Education expect the professional staff of the Upper Saddle River Borough Schools to:~~

- ~~1. — Abide by the Code of Ethics of the National Education Association.~~
- ~~2. — Endorse and implement the philosophy of education as adopted by the Upper Saddle River Board of Education~~
- ~~3. — Direct their energies and influence toward professional matters reacting to professional demands during the contract year with emphasis on meeting the needs of the youth of Upper Saddle River. This implies a willingness to serve on committees, to consult with parents and other individuals, and to be active in professional and lay groups.~~
- ~~4. — Develop in themselves pride in personal poise and appearance, competency in making and analyzing case studies, ability to speak before members of their own profession and lay groups, and the ability to express themselves in writing.~~
- ~~5. — Respect the time and efforts of others by being dependable and prompt to their stations, to formal and informal conferences, and in submitting written reports. Individuals who are persistently late may, at the discretion of the administration, be subject to disciplinary action, which may include forfeiture of pay, and may if persistent, be grounds for dismissal in accordance with Regulation No. 3014.~~
- ~~6. — Maintain sound public relations with the pupils, staff members and citizens.~~
- ~~7. — Comply with administrative direction in carrying out responsibilities.~~



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UPPER SADDLE RIVER BOARD OF EDUCATION

Teaching Staff Members
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PROFESSIONAL RESPONSIBILITIES

~~The normal work load for teachers in the Upper Saddle River Schools shall include:~~

- ~~a. Preparation in writing of daily lesson plan one week in advance; leaving plan where a substitute teacher can find and use them;~~
- ~~b. Correct and return written work; devise a grading procedure to assess pupil achievement of lesson objectives;~~
- ~~c. Give extra help to absent pupils and others in need of such assistance;~~
- ~~d. Provide for individual differences among pupils;~~
- ~~e. Attend regularly scheduled faculty meetings designed to cover administrative matters and/or for in-service growth;~~
- ~~f. Meet with teachers of the same subject area for the purpose of continual revision, development, and coordination of the curriculum;~~
- ~~g. Hold parent conferences;~~
- ~~h. Bulletin boards and classroom instructional displays; and~~
- ~~i. Carry out such additional duties as may be assigned by the administration.~~

N.J.S.A. 18A:27-4
N.J.A.C. 6A:9-3.3

Adopted: 19 May 2008
Revised:



DRAFT

Support Staff Members
4216/Page 1 of 2
DRESS AND GROOMING

4216 DRESS AND GROOMING

The Board of Education believes the appearance and dress of support staff members is an important component of the educational program of this school district. The attitude of support staff members about their professional responsibilities and the importance of education in the lives of students are reflected in their dress and appearance. Accordingly, in order to create an atmosphere of respect for support staff members and an environment conducive to discipline and learning, the Board establishes the following rules for the dress of support staff members in the performance of their professional duties:

1. Acceptable attire for support staff members shall include, but not be limited to, dresses, skirts, blouses, suits, sweaters, pants, and dress shirts with or without a tie;
2. Inappropriate attire within the regular school day includes, but is not limited to, the following:
 - a. Jeans (unless approved by the Principal or designee for a special activity or event);
 - b. T-shirts;
 - c. Strapless shirts and dresses;
 - d. Sweatshirts, shorts, sweatpants, sneakers and workout attire unless approved by the Principal or designee;
 - e. Beachwear; and
 - f. Hats and/or head coverings unless approved by the Principal or designee for medical or religious reasons.
3. The clothing and appearance of all support staff members shall be clean and neat;
4. No clothing may be worn that constitutes a danger to health or safety to the wearer or to others, and no clothing may be worn that interferes with the instructional program;



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Support Staff Members
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DRESS AND GROOMING

5. A support staff member may request a waiver of this dress code for the performance of particular duties. Such waivers may be granted by the Principal or designee or the support staff member's immediate supervisor;
6. The Building Principal or the support staff member's supervisor, as appropriate, shall determine whether a violation of this dress code has occurred and shall discuss the violation with the support staff member concerned. Where a single violation so warrants or violations recur, the Principal or supervisor may enter a reprimand in the support staff member's file and may recommend other appropriate disciplinary measures.

N.J.S.A. 18A:27-4

Adopted:



POLICY

UPPER SADDLE RIVER BOARD OF EDUCATION

Students

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CARE OF SCHOOL PROPERTY (M)

5513 CARE OF SCHOOL PROPERTY (M)

M

-

The Board of Education believes ~~that the schools-school district~~ should help ~~pupils~~students learn to respect property and ~~to-develop~~instill feelings of pride in ~~community institutions-their school.~~ The Board ~~charges~~requires each ~~pupil-enrolled~~student in ~~this district-with responsibility-for~~ the ~~proper~~district to responsibly care ~~offor~~ school property and the school supplies and equipment entrusted to ~~his/her-use~~the student by the school district.

-

Pupils

Students who cause damage to or lose school property ~~will~~may be subject to disciplinary measures.-_ The Board authorizes the imposition of a fine for the loss, damage, or ~~defacement~~destruction of ~~a-textbooks~~school property and reserves the right to withhold a report card or diploma from any ~~pupil~~student whose payment of a fine is in arrears.

-

A ~~pupil~~student who demonstrates chronic and/or serious disregard for property may be referred to the Child Study Team.

-

The Superintendent shall develop rules for the safekeeping and accounting of ~~textbooks~~school property and prepare a schedule of fines for lost~~-and,~~ damaged,and destroyed ~~textbooks-school property.~~

-

-

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:~~23-23A-20.6.6~~

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Adopted: 22 September 2008

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Revised:



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

DRAFT

STUDENTS
R 5513/Page 1 of 5
CARE OF SCHOOL PROPERTY (M)

R 5513 CARE OF SCHOOL PROPERTY (M)

M

A. ~~Teachers~~Teaching Staff Member Responsibilities

-

1. ~~Teachers will exercise judgment in the entrustment of school property to pupils.~~

-

2. ~~Teachers~~Teaching staff members will impress upon all ~~pupils~~students the importance of the proper care of school property and instruct ~~pupils~~students in the proper use of school facilities, equipment, instructional materials, and ~~textbooks~~school property.

-

3. ~~Teachers~~Teaching staff members will keep an accurate inventory of ~~textbooks~~school property and other materials ~~assigned to~~in their classrooms.

-

B. General Rules Governing the Use of School Property

-

1. ~~Pupils~~Students shall not deface the school building, furnishings, or equipment in any manner.

-

2. ~~Pupils~~Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.

-

3. ~~Pupils~~Students will care for school ~~textbooks~~school property in accordance with D. below.

-

C. Distribution and Collection of ~~Textbooks~~School property and Materials

-

1. ~~Each textbook~~School property will be ~~stamped~~identified as the property of the Board of Education ~~and marked with a number unique to that book.~~

-

2. A label ~~will~~shall be affixed to ~~the front of each textbook~~school property and will include:

-

- a. The name of the Board of Education, and

-



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
R 5513/Page 2 of 5
CARE OF SCHOOL PROPERTY (M)

- b. The name of the school;
 -
 - e. ~~The year in which the book was purchased, and~~
 -
 - d. ~~The number assigned to the book.~~
 -
- 3. The following information will also be entered on the label or documented in another manner each time the book-school property is issued to a pupilstudent:
 -
 - a. The name of the pupilstudent to whom the book-school property is issued,
 -
 - b. The date on which the book-school property is issued to the pupilstudent,
 -
 - c. The condition of the book-school property when it is issued, and
 -
 - d. The condition of the book-school property when it is returned.
 -
- 4. Each classroom teacher will keep a permanent record of the textbooksschool property used in his/hertheir classroom.- The record will include all the information listed in C2C.2. and C3C.3. above.
 -
- 5. A lost textbook-school property must be promptly reported to the teacherteaching staff member who issued the booksschool property. _A replacement textbook-item will be issued immediatelyto the student as soon as possible.
 -
- 6. TextbooksSchool property will be collected and inspected before the end of the school year or marking period, as appropriate.- Once inspected, a textbooksschool property will be returned to inventory until it is again distributed to a pupilstudent.
 -
- 7. PupilsStudents must remove covers, loose papers, and markings before returning any textbooksschool property.
 -
- 8. Fines willmay be assessed for lost and damaged textbooksschool property in accordance with Ea schedule as approved by the Superintendent or designee.



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UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
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CARE OF SCHOOL PROPERTY (M)

D. Care of ~~Textbooks~~School property by ~~Pupils~~Students

1. ~~Pupils~~Students shall take care not to lose or misplace ~~a-textbooks~~school property or expose ~~a-textbooks~~school property to conditions or circumstances likely to destroy, damage, or degrade it.
2. All ~~textbooksschool property~~ that will be taken home by ~~pupils~~students must be protected with an appropriate cover to be supplied by the ~~pupil~~student.
3. ~~Pupils~~Students should not:
 - a. Use pens, pencils, or other implements to mark a place in or on school proerty-a-textbook;
 - b. Use ~~a-textbooks~~school property to file bulky papers and notes;
 - c. Write in or on -textbooksschool property; or
 - d. Soil ~~textbooksschool property~~ beyond normal use.

E. Fines and Penalties

1. ~~Fines will be assessed as follows for any lost textbook or textbook damaged beyond normal wear.~~

Loss or damage	Fine
-	-
Lost book issued in new condition	100% of list price
Lost book issued in good condition	60% of list price
Lost book issued in fair condition	40% of list price
Lost book issued in poor condition	20% of list price



REGULATION

UPPER SADDLE RIVER BOARD OF EDUCATION

STUDENTS
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CARE OF SCHOOL PROPERTY (M)

Broken bindings	\$1
Defaced cover	50 cents
Missing pages	25 cents per page
Loose or torn pages	10 cents per page
Marks not damaging to text	5 cents per page
Marks damaging to text	25 cents per page
Dog-eared pages	10 cents per page
Soil not damaging to text	5 cents per page
Loss or damage	Fine
Soil damaging to text	25 cents per page
Book so damaged (by water or as for lost books otherwise) as to be unusable	-

2. The ~~teacher~~teaching staff member will inspect each ~~textbook~~school property returned and ~~will~~may assess a fine for ~~each~~lost or damaged book, item. The teacher will prepare a ~~form in triplicate~~report to be submitted to the Principal or designee that includes:

- a. The name and number of the ~~textbook~~school property damaged or lost;
- b. The name of the ~~pupil~~student that lost or damaged school property;
- c. The loss or extent of damage to the ~~textbooks~~school property; and
- d. The amount of the fine assessed, if any.

2.

3. In setting fines the ~~teacher~~teaching staff member may take into account verified extenuating circumstances.

3. Teaching staff members will not collect fines. School Property fines shall be submitted



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- ~~4. The pupil will take the form to the Main Office and make payment of the fine assessed. The Principal and/or designee will sign the form when payment is made.~~
-
- ~~4. Teachers will not collect fines.~~
-
- ~~6. Copies of the form will be distributed as follows:~~
 - ~~a. The Principal and/or designee will retain one copy for office records.~~
 -
 - ~~b. The pupil will be given one copy as receipt for the fine.~~
 -
 - ~~c. The teacher will be given one copy as evidence that the fine has been paid.~~
-
- ~~7. A pupil/student who finds their lost textbook/school property, after being assessed and paying a fine, will be reimbursed any fine paid for the lost textbook-school property but will/may be assessed a fine for any damage done to the book/school property.~~
-
- ~~8. A pupil who has not paid a fine owed will not receive~~
 - ~~5. The Board of Education may withhold a diploma, transcript, transfer card, or report card until the fine has been duly paid and acknowledged. A high school senior who has unpaid fines may participate in the graduation ceremony but will receive a blank diplomapaid.~~
-
- ~~9. If fines remain unpaid, the Principal may request payment from the parent(s) or legal guardian(s), notify the pupil's employer, or take such other steps as may be appropriate to ensure that moneys due the district are paid and that the importance of taking responsibility for the consequence of one's acts is instilled.~~
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Adopted: 13 December 2010

Revised:



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5722 STUDENT JOURNALISM (M)

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The Board of Education believes it is important to afford students the opportunity to exercise their creativity, passion, and constitutionally-protected freedom of speech. However, the Board also believes this opportunity must be balanced between ensuring students have the right to speak freely while also preserving the ability of district staff to maintain the safe and orderly operation of the school district. The Board adopts this Policy granting students the right to exercise freedom of speech and of the press in accordance with N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45.

For the purpose of this Policy, the following terms shall mean:

“Prior restraint” means a school official informing a student journalist(s) the news, opinion, feature, and advertising content of school-sponsored media, subject to the restrictions listed in N.J.S.A. 18A:36-45.b., N.J.S.A. 18A:36-45.c., and the provisions of this Policy, cannot be published in school-sponsored media or a school official takes any action to prevent a student from doing so.

“Prior review” means a school official reviewing school sponsored media before it is published, broadcast by a student journalist at school or distributed, or generally made available to members of the student body.

“School official” means the Principal or designee or an administrative staff member designated by the Superintendent.

“School-sponsored media” means any material that is prepared, substantially written, published, or broadcast by a student journalist at school, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. School-sponsored media does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

“Student media advisor” means an individual employed, appointed, or designated by the district to supervise or provide instruction relating to school-sponsored media.

Student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the district



or by use of school district facilities, or produced in conjunction with a class in which the student is enrolled. Subject to 1. through 5. below, student journalists are responsible for determining the news, opinion, feature, and advertising content of school-sponsored media. N.J.S.A. 18A:36-45.b. and this Policy shall not be construed to prevent student media advisors from teaching professional standards of English and journalism to student journalists.

This Policy does not authorize or protect expression by a student that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is profane or obscene;
4. Violates Federal or State law; or
5. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of school district policies, or the material and substantial disruption of the orderly operation of the school.

The district shall not authorize any prior restraint of any school-sponsored media except for the types of expression prohibited under N.J.S.A. 18A:36-45.c. and as listed in 1. through 5. above.

A school official may implement a procedure for prior review of school-sponsored media. Any prior review of school-sponsored media required by the school official shall be communicated to the student journalist by the school official and be conducted within three school days after submission to the school official by the student journalist. If the school official cannot show the school-sponsored media is prohibited under N.J.S.A. 18A:36-45.c. and 1. through 5. above, within the three school days, the student journalist may release the school-sponsored media.

When a school official determines the restraint of student expression is necessary, the school official shall simultaneously identify at least one of the five prohibitions listed in 1. through 5. above under N.J.S.A. 18A:36-45.c. and in this Policy under which the limitation of student expression is appropriate. This determination shall be provided to the student journalist in writing by the school official that made the determination.

A student journalist may appeal, to the Superintendent or designee, a determination by a school official that the restraint of student expression is necessary. An appeal must be



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submitted in writing to the Superintendent or designee within five school days of the written determination being communicated to the student journalist. The appeal must include a copy of the written determination and the reasons why the student journalist believes the limitation is not appropriate. The Superintendent or designee may, but is not required to, provide the student journalist an opportunity to present their written appeal in person. The Superintendent or designee will make a determination on the appeal within five school days of receiving the written appeal from the student journalist. The student journalist may appeal a decision of the Superintendent or designee to the Board of Education in writing. The Board of Education will make a decision on the appeal at the first Regular Board Meeting after receiving the written appeal or within ten school days after receiving the written appeal.

A student journalist that violates a provision of this Policy may be subject to appropriate discipline.

The school district shall not sanction a student operating as an independent journalist.

A staff member shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45 and this Policy, or refusing to infringe upon conduct that is protected by this Policy, the First Amendment to the United States Constitution, or paragraph 6 of Article I of the New Jersey Constitution.

The Superintendent or designee shall determine reasonable provisions for the time, place, and manner of student expression for the purposes of school-sponsored media.

N.J.S.A. 18A:36-44; 18A:36-45

Adopted:

